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MANUAL OF THE ANIMAL HUSBANDRY DEPARTMENT MADRAS STATE

PART II—LIVESTOCK

FIRST EDITION

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GOVERNMENT OF MADRAS
1967

PRINTED BY THE DIRECTOR OF STATIONERY AND PRINTING, MADRAS, ON BEHALF OF THE GOVERNMENT OF MADRAS
1967

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INTRODUCTION

The Livestock Section is under the control of the Department of Animal Husbandry in the Madras State since 1st April 1938. Sri W. R. S. Satthianathan, I.C.S., was appointed in G.O. Ms. No. 3388, Development, dated 21st July 1953 as Special Officer to go into the working of the Animal Husbandry Department and to make his recommendations for improving it. The Special Officer has stated that there is no separate Livestock Code or Manual of Standing Orders for the systematic running of Government Farms and has suggested that a suitable officer may be deputed to write up a sound Livestock Code. Accordingly the Government of Madras were pleased to accept the suggestion of the Special Officer and sanctioned the necessary staff in G.O. Ms. No. 1647, Agriculture, dated 23rd June 1955 and G.O. Ms. No. 2947, Agriculture, dated 22nd December 1955 for the compilation of the Livestock Manual.

2. The Livestock Manual is issued for the first time and it is mainly based on the Government Orders and Circular Orders of the Director of Animal Husbandry, Madras, along with his experience gained in running of the Government Livestock Farms.

3. All the rules and regulations provided for in the Animal Husbandry Departmental Manual will apply *Mutatis Mutandis*" to the Livestock Section, as such this Manual will have information relating to Livestock Section not covered by the Animal Husbandry Department Manual.

I. D. MANTRAMURTHI,
Director of Animal Husbandry,
Madras.

MADRAS,
16*th* *January* 1964.

411-1—A

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Manual fo the Animal Husbandry Department Part II—Livestock.

CHAPTER I—ORGANISATION AND CONTROL.

1. *Object.*—The object of starting the Government Livestock and Poultry Farms and allied sections is mainly to supply the acclamatised seed material for scientific breeding in different parts in the form of pedigree bulls, rams, boars, cocks, etc. Also, the object is to afford practical training and research facilities in all aspects of livestock and poultry husbandry as far as possible and to serve as visual demonstration units for the public in scientific management of cattle, sheep, pigs and poultry. These units are not, therefore, intended to be commercial enterprises.

2. *Administrative set-up.*—(*a*) The administration of the Department is vested with the Director of Animal Husbandry and the administrative set up, in respect of livestock section, is as follows:—

- Director of Animal Husbandry.
  - Deputy Director of Animal Husbandry (Livestock).
    - Nutrition Officer, Ramanathapuram District Livestock Farm, Chettinad.
    - Superintendents of Farms.
    - Poultry Development Officers.
    - Sheep and Goat Development Officer, Madras.
    - Regional Sterility Officer, Madras.
    - Goshala Development Officer, Madras.
    - Poultry Marketing Officer.
  - Deputy Director of Animal Husbandry (Key Villages).
    - Special Officer, Artificial Insemination, Madras.
    - Inspectors of Key Villages.
    - Assistant Research Officer, Cross Breeding Scheme, Ootacamund.
    - Fodder Development Officer, Madras.

(*b*) The list of Farms, Poultry Units, etc., is given in Appendices Numbers–1–7.

3. *Duties of the Deputy Directors.*—The duties allotted to the Deputy Director of Animal Husbandry (Livestock) and the Deputy Director of Animal Husbandry (Key Villages) are given in Appendix 8.

(G.O. Ms. No. 944, Food and Agriculture, dated 25th March 1957.)
(Ol. 5937/57.)

(*a*) DUTIES OF THE SUPERINTENDENT AND FARM STAFF.

4. *Duties of the Superintendent.*—The Superintendent is the Controlling Officer of the Farm. He is responsible for all the activities connected with the Farm. He should personally attend to the muster work and distribution of labour in the morning daily, including Sundays and Holidays. He should do the general supervision of the various sections of the farm, and issue such instructions as may be necessary for the efficient and proper working of the sections. He should also check the cash account daily. In addition, he will perform other duties as instructed by his controlling officers, viz., the Director of Animal Husbandry and Deputy Director of Animal Husbandry (Livestock).

5. *Duties of the Farm Manager.*—The Farm Manager, in-charge of a particular section, is entirely responsible for all the activities connected with that section including the proper maintenance of the prescribed records and submission of reports. He is responsible for the physical custody for the various stocks and stores including Livestock, and for the proper maintenance of the Stock Registers prescribed therefor. He is also responsible for the submission of daily forecast for labour, the distribution statement for labour, rough Daily Miscellaneous sanction for his section and for the judicial utilisation of the labour allotted to his section. He should carry out the instructions of the Superintendent. In addition, the following is the nature of work, in general to be done by the Manager in various sections of the farm, and the Superintendents of Farms have discretion to entrust one or more sections to one Manager and allot other duties depending on the actual requirements of each Farm.

6. *Farm Manager in-charge of Bulls—Morning.*—Attend muster and distribute labour—Supervise feeding, grooming and cleaning of cattle and cleaning of stalls—Picking of animals in poor condition for extra feed, if necessary—Allocation of work-bullocks for the day's work—Inspection of animals and stalls frequently to ensure hygienic conditions—Inspection of all cattle in the grazing area frequently—Attending to service of cows—Office work—Writing of the previous day's labour in various sections—Cattle feed indents—Posting of service registers—Inspect stalling of animals.

Afternoon.—Attend muster—Inspection of cattle in the grazing area and attending to services—Office work—Supervision of stalling of animals for the night—Ensuring supply of fodder and

water. In general, the Manager in-charge of bulls maintains all the cattle registers and looks after the feeding and management of all stock, except, the milking herd. Miscellaneous work such as early morning milking in the Dairy in turns, booking of cattle for parties, sales of cattle, maintenance of records of the Motor Vehicles and their up-keep should be attended to by him.

7. *Farm Manager in-charge of Dairy—Morning.*—Attending muster and labour distribution for milking and milk recording—Supervise feeding of cows and calves including handfed calves—Supervision of growing cattle—Issuing dairy produce to customers and maintenance of the prescribed accounts for the same—Inspection of cattle and picking out sick animals for treatment—Supervision of all dairy work and checking of cream, butter and ghee—Testing of milk for fat percentage during complete milking days—Inspection of cleaning of all the yards and of cleaning dairy utensils—Inspection of cattle nearing parturition and cows and animals in the grazing areas—Detection of heat and service of cows—Periodical testing and detection of mastitis, etc.

Afternoon.—Attending muster—Supervising feeding of cattle and grazing of cows—Supervision of milking and recording and issue of dairy produce to customers—Supervising calf feeding and stalling all animals for the night. He should ensure adequate fodder supply and water for the use of animals during night. In general, he is responsible for the proper feeding, housing and cleanliness of all animals under his charge, for correct milking and accurate recording of Milk Yields and fat tests. He is also responsible for the proper accounting of the receipts and disposals of milk and products and for the proper maintenance of the prescribed records and accounts.

8. *Dairy Assistant.*—The dairy section of a Livestock Farm will be under the control of a Dairy Assistant who has undergone the special training in dairying. He may attend to duties similar to the Farm Manager in-charge of dairy.

9. *Farm Manager in-charge of Pasture land.*—Attend muster and distribution of labour—Forecast and arrange in time for the Field operations in the pasture throughout the year such as application of lime and formyard manure, harrowing, passing grubbers, guntaka, bunding, digging out ant-hills, filling in burrows, regular weeding of the whole area—Ensiling— Hay making—Stacking hay—Proper maintenance of stacks and silos—Daily issue of hay and silage for ration—Maintaining the concerned registers like field register, cultivation sheets for each Paddock record of experiments, daily rough record of work executed, etc.—Shieling and cleaning of farm roads—Repairs to farm boundary fencing—Trimming and filling in gaps in live hedges—Attending to avenue

plants—Periodical numbering of trees—Supply of fuel to Stores—Charge of all watchmen—Checking trespass, pilfering and grazing by outside cattle—In-charge of Farm Guest House—Help the Superintendent to afford facilities to the visitors camping in the Farm Guest House. In general, he is primarily responsible for the proper maintenance of the entire Farm area, other than those allotted to other Managers and for the physical custody of all Silos, Hay stacks, etc.

10. *Farm Manager in-charge of Gardens.*—Attend muster and distribution of labour—Forecast and arrange in time the Field operations throughout the year such as application of manures, ploughing, digging, harvesting, thrashing, etc.—Supervision of work in different fields—Attending to the supply of green fodder and silage to various sections as rations—In-charge of vegetable garden—attending to supervision work—Writing cultivation sheets—Vegetable sales accounts—Write the forecast of work—In-charge of buildings—Inspection of roads and buildings whenever necessary—Inspection of all the work-spots when the work is in progress and giving instructions to the contractors—Preparing estimates and drawing plans, etc.—Maintaining measurement books. In general he is responsible for the proper maintenance of all Fields, for proper cultivation of various crops and accounting for the various produces. He should maintain accurate statistics of Field operations and look after the proper maintenance of all implements, machineries including pumpsets, etc.

11. *Farm Manager in-charge of Sheep.*—Attending to muster and distribution of labour—Attending to feeding, grazing and the periodical operations such as mating, lambing, dipping, clipping wool, etc., and rearing of lambs—Maintaining the concerned registers such as ewe pedigree register, ram register, service register, lambs register, wool yield register, etc.—Supervision of feeding of sheep while they are grazing. He is responsible for the proper feeding, grazing and cleaning of all sheep and their pens and for the maintenance of all records and stocks connected with the same.

12. *Manager in-charge of Poultry—Morning.*—Attend muster and distribution of labour and issue of feed to chicks—Inspection of birds—Report any bird that is sick or not in condition and attend to its treatment—Attend to feeding of Poultry—Inspection of incubators, hatching of chicks, etc.—Issue of eggs to customers and maintenance of the prescribed accounts—Collecting eggs from trapnest, weighing, and recording—Attending to all orders for poultry—Office work—Periodical vaccination of birds against specific diseases.

Afternoon.—Attend muster—Inspection of birds and trapnest, egg recording and grading—Supervision of feeding—Despatch of

eggs and poultry to various places according to orders—Attend to office correspondence—Supervise and inspect before housing birds. In general he is responsible for all the activities of the Poultry Section, including running of incubators, and maintaining of the prescribed records therefor. He is also responsible for the physical custody of all stock.

13. *Veterinary Assistant Surgeon in-charge of Veterinary Hospital or Clinical Laboratory.*—Attending to the health of all livestock and poultry in the Farm—Periodical prophylactic inoculations and vaccinations against various contagious diseases like Rinderpest, etc., of farm animals—Testing of cattle for sterility, Pregnancy, etc., and render treatment according to the condition —Post-mortem of livestock and poultry—Attending to any difficult cases of calvings in cattle, etc. He should maintain correct case records and individual Veterinary Sheet to all animals in the Farm. In general he is responsible for the Health of all animals in the Farm. He should inspect outside animals before entry into the Farm.

14. ***Livestock Assistants, Grades I and II.***—Livestock Assistants, Grade I and II assist the Veterinary Assistant Surgeon in-charge, in inspection work of Key villages, insemination of cattle, etc., assist the Managers in various sections of the farm— Carry out the instructions of Farm Managers—Assist the Veterinary Assistant Surgeons in-charge of Veterinary Hospitals.

15. *Foreman.*—Is in-charge of workshop, Steam boiler, pumping plants, shaff cutting machine, weigh bridge, tractor and its records —Preparing estimate for workshop jobs—Writing log books of the Boiler and oil engines—Examining farm implements and machinery and maintain them in good condition and carry out other duties allotted to him from time to time.

16. *Mechanic.*—In-charge of the running of the steam boiler under the overall control of the Foreman. Carryout the instructions of the foreman from time to time.

17. *Veterinary Compounder.*—Assist the Veterinary Assistant Surgeon in-charge of Veterinary Hospital in attending to the treatment of animals; inoculations, etc., carryout the instructions of Veterinary Assistant Surgeon.

18. *Fieldmen.*—Assist the concerned section Manager in discharging the daily supervision work and routine duties—Control of labour—Carry out the instructions of Managers.

19. *Maistries.*—They assist the Managers in the discharge of their day-to-day duties and attend to the supervision of labour and

extract work from mazdoors in addition to their own work—Carry out the instructions of Managers.

20. *Counters.*—Assist the Veterinary Assistant Surgeon in-charge of wool analysis laboratories in the examination of wool samples.

21. *Flockmen.*—Assist the concerned staff in grazing, deticking, deworming, spraying, shearing, etc., of the sheep maintained in the various farms.

22. *Poultry Attendants.*—Assist the staff in-charge of the poultry section in attending to the feeding and management of the poultry in the farm.

23. *Milk Recorders.*—Recording the milk yields of cows and she-buffaloes in the farm.

24. *Attenders.*—They help the concerned Veterinary Assistant Surgeon in-charge of the Section in attending to the current duties.

(b) OFFICE STAFF.

The allocations made hereunder are for general guidance of the Ministerial staff. The Superintendents of Farms have the discretion to make such combinations of duties as may be necessary for the individual farms concerned.

25. *Office Manager.*—Papers relating to establishment such as Appointments, Transfers, Promotions, Leave, etc.—Maintenance of Service Registers, Leave Account—Increment—Periodical returns of Establishment—Pension, Gratuity including Farm Mazdoor's—Giving serial numbers for all the incoming letters and distribution to the respective sections—Papers relating to Key Village and Artificial Insemination Scheme—Cattle Feed contract papers—Supervision of work af all other staff—General check over the office staff and maintenance of office as Ministerial head—Maintenance of office furniture and Deadstock Register—Returns relating to the grant of leave to staff—Maintenance of current register of his section—Security Deposit Register—Register of temporary posts and obtain sanction for continuance of temporary staff—All other work that may be allotted from time to time by the Superintendent.

26. *Accountant.*—Maintenance of Cash, Cash Book, Temporary Advance Register, issue of cash receipts for all cash received, preparation of pay bills of office staff increment bills, advance bills, A.C. Bills, D.C. Bills, Travelling Allowance Bills, etc.. and disbursement. Preparation of Muster Rolls of regular Mazdoors and preparing D.C. Bills for their pay and allowance—Preparation of (Demand) Credit Bills for all the credit customers of dairy and other

farm produce sold with assistance of clerks—Maintenance of personal ledger—Maintenance of Service rolls or books for register mazdoors—Preparation of gratuity bills to farm mazdoors, D.C. Bills for cattle feed and other articles purchased including refund bills—Checking daily miscellaneous sanction and putting pass orders on vouchers including vouchers and bills—Maintenance of all accounts pertaining to the Farm receipts and charges—Reconciliation of accounts at the Sub-treasury every month—All returns other than livestock and poultry—Preparation of Budget—Number statement —Preparation of Receipts and charges statements and other matters relating to accounts and correspondence—Maintenance of current register of his section—Maintenance of stationery and preparation of indents—Reconciliation of monthly account at the headquarters treasury every month and all other works that may be allotted from time to time by the Superintendent.

27. *Clerk.*—Preparation of monthly and annual reports—All correspondence relating to Livestock except poultry and other general matters—All returns excepting those that are mentioned for Accountant but including stock account of stores, buildings and Livestock matters—Purchase of lime, auction of usufructs such as Tamarind, Pungam, Mango, etc., and preparation of agreements, etc., relating to such contracts, buildings and rent and returns related thereto—Issue of credit notes—Arranging to clear goods for all railway receipts received and booking of articles including livestock and preparation of bills—Maintenance of Railway Receipts register and preparation of Bills—Disbursement of wages for regular mazdoors—Comparing typed and other matters as and when necessary—Maintenance of current register of his section—Placing indents and orders for stores required and applying for sanctions—Assist the Accountants in preparing regular mazdoor musters and Credit bills—Maintenance of Journals and periodicals account—Any other work assigned by the Office Manager and all other work that may be allotted from time to time by the Superintendent.

28. *Typist.*—All typing and fair-copying—Poultry correspondence and maintenance of personal register relating thereto—Despatching and maintenance of stamp accounts—Recording indexing, lodging and filing of all the papers received from all the Sections—Maintenance of records and record keeping—Putting up previous papers and records—To assist the Clerk every month at the time of regular disbursement—Any other work assigned by the Office Manager and all other work that may be allotted from time to time by the Superintendent.

29. *Store-keeper.*—Maintenance of Stores and Stock accounts—All correspondence relating to Stores regarding placing of cattle feed indents, etc.—Preparation of all returns connected with stores

and all other work that may be allotted from time to time by the Superintendent.

30. *Farm Maistry (Office).*—Preparation of fair Daily Miscellaneous Sanction and vouchers related thereto—Disbursement of casual wages—Maintenance of casual leave account of staff—Maintenance of printed forms and preparation of indents for the same—Maintenance of library books—Writing the names of Mazdoors in all the musters of different Sections every month and attendance register of staff and all other items of work that may be allotted from time to time by the Superintendent.

31. *Duties of the Nutrition Officer.*—The Nutrition Officer, State Livestock Research Station, Ramanathapuram District Livestock Farm, may exercise powers similar to an Head of office. He will be the controlling Officer in respect of all the staff employed under him. He may draw the Travelling Allowance Bills of Government servants under him and pass all bills, vouchers, pay orders, cheques, etc., relating to the scheme for the establishment of State Livestock Research Station at Ramanathapuram. He will however submit his own Travelling Allowance Bills to the Director of Animal Husbandry for countersignature with his diaries. He is responsible for giving proper instructions to the staff under his control regarding the working of the above scheme and ensure its successful implementation.

32. *Duties of the Poultry Development Officer.*—The Poultry Development Officer will be the subordinate Controlling Officer in respect of all staff employed under him, and for expenditure on poultry schemes in his control. He may draw the Travelling Allowance bills of Government servants under him and pass all bills, vouchers, pay orders, cheques, etc., relating to the poultry schemes in his charge. He will however submit his own Travelling Allowance bills to the Director of Animal Husbandry for countersignature with his diaries. He will be in-charge of the Poultry Development work in his jurisdiction. He will give technical advice to people who wish to open poultry farms. He will be assisting the departmental officers in the opening of new poultry farms, Poultry Extension Centres, Poultry Demonstration Units, selection of suitable sites and for their implementation. He will inspect Poultry Extension Centres private poultry farms and give advice on Poultry Husbandry.

33. *Duties of the Sheep and Goat Development Officer.*—The Sheep and Goat Development Officer will be the subordinate control. He may draw the Travelling Allowance bills of Governfor expenditure on Sheep and Goat Development Schemes in his control. He may draw the Travelling Allowance bills of Government Servants under him and pass all bills, vouchers, pay orders,

cheques, etc., relating to the Sheep and Goat Development Schemes in his charge. He will however submit his own Travelling Allowance bills to the Director of Animal Husbandry for countersignature with his diaries. He will be in-charge of the entire Sheep and Goat Development work in the State. He will be responsible for proposals for Sheep and Goat Schemes, to open new Sheep and Goat Farms, selection of suitable sites and for implementation. He will advise Shepherds on proper breeding and rearing of their flock. He is responsible for giving proper insructions to the staff under his control for the working of sheep and goat development Schemes and their implementation.

34. *Duties of the Regional Sterility Officer.*—He is responsible for investigating cases of sterility in the animals in the State livestock farms as well as in the private herds and to advise proper treatment and issue instructions to the staff in the farms and others in these matters. He will submit his own Travelling Allowance Bills to the Director of Animal Husbandry for countersignature with his diaries.

35. *Duties of the Goshala Development Officer.*—He is responsible for increasing the activities of the department under the Goshala Development Scheme and for contacting the various institutions and influencing them to have the advantages of the scheme. He may submit his own Travelling Allowance Bills to the Director of Animal Husbandry for countersignature with his diaries.

36. *Duties of the Poultry Marketing Officer.*—The Poultry Marketing Officer may exercise powers similar to the District Veterinary Officers. He will be the subordinate controlling officer in respect of all staff employed under him. He may draw the Travelling Allowance Bills of Government Servants under him and pass all bills, vouchers, pay orders, cheques, etc., relating to the scheme for the setting up of an Intensive Egg and Poultry Production-*cum*-Marketing Centre. He will, however, submit his own Travelling Allowance Bills to the Director of Animal Husbandry for countersignature with his diaries. He is responsible for giving proper instructions to the staff under his control regarding the working of the above scheme and ensure its implementation.

37. *Duties of the Special Officer for Artificial Insemination.*—The Special Officer Artificial Insemination may exercise powers similar to the District Veterinary Officers. He will be the subordinate controling officer in respect of all staff employed under him. He may draw the Travelling Allowance Bills of Government Servants, under him and pass all bills, vouchers, pay orders, cheques, etc.. relating to Artificial Insemination Centres. Central Laboratory at Madras for preparation and distribution of semen diluent, and Key Village Centres in his charge. He will, however,

submit his own Travelling Allowance Bills to the Director of Animal Husbandry, for countersignature with his diaries. He is responsible for giving proper instructions to the staff under his control regarding the working of the centres and ensure proper implementation of the schemes connected with them.

38. *Duties of Inspector of Key Villages.*—The Inspector of Key Villages may exercise powers similar to the District Veterinary Officers. He has been declared to be the subordinate controlling Officer in respect of all staff employed under the Key Village Centres under his control. He may draw the Travelling Allowance bills of Government Servants under him and pass all bills, vouchers, pay orders cheques, etc., relating to the Key Village Scheme. He will, however, submit his own travelling allowance bills to the Director of Animal Husbandry for counter-signature with his diaries. He is responsible for giving proper instructions to the staff under his control regarding the working of the Key Village Scheme and ensure their implementation.

39. *Duties of the Assistant Research Officer, Cross-Breeding Scheme.*—The Assistant Research Officer, Cross-Breeding may exercise powers similar to the District Veterinary Officers. He will be the subordinate controlling officer in respect of all staff employed under him. He may draw the Travelling Allowance bills of Government Servants under him and pass all bills, vouchers, pay orders, cheques, etc., relating to the Cross-Breeding Scheme. He will, however, submit his own travelling allowance bills to the Director of Animal Husbandry for counter-signature with his diaries. He is responsible for giving proper instructions to the staff under his control, regarding the working of the Cross-breeding Scheme and ensure their implementation.

40. *Duties of the Fodder Development Officer.*—The Fodder Development Officer may exercise powers similar to the District Veterinary Officers. He will be the subordinate controlling officer in respect of all staff employed under him. He may draw Travelling Allowance Bills of Government servants under him and pass all bills, vouchers, pay orders, cheques, etc., relating to the scheme for the development of feeds and fodder resources in Key Villages and other areas. He will however submit his own Travelling Allowance Bills to the Director of Animal Husbandry for countersignature with his diaries. He is responsible for giving proper instructions to the staff under his control regarding the working of the above scheme and ensure their implementation.

41. *Farm Mazdoors.*—The farm mazdoors who are paid from contingencies are of two categories (i) regular mazdoors, i.e., those regularly employed and (ii) casual mazdoors, i.e. those employed temporarily as per daily requirements. The regular mazdoors are paid monthly. The Muster Rolls for the regular mazdoors are maintained in the Cattle Farm. Service Rolls are also maintained for every individual regular mazdoors since they are eligible

for gratuity at the end of their service on attaining the age of 60 years. Under the category of unskilled mazdoors, men, women and juveniles are eligible for appointment. The number of regular mazdoors required for each section and their pay scales are fixed by the Superintendents and approved by the Deputy Director of Animal Husbandry (Livestock) in accordance with the rules prescribed in the Financial Codes. Casual mazdoors may be men, women, and juveniles, and the muster roll for them is maintained in form A.V. No. 12. They may be paid either daily or weekly or at such intervals as may be necessary depending on local conditions. The Mazdoor Service Rules regarding the Regular Mazdoors are furnished in the Appendix 27.

42. Extra wages for extra hours of work by the Mazdoors are paid at the prevailing market rate especially during the seasonal operations such as hay making, silage making, harvest work, etc.

43. Regular milkmen who are paid monthly salary in all livestock farms may be paid the milking allowance of Rs. 4 per month per head.

(G.O. Ms. No. 1808, Agriculture, dated 24th July 1956.)
(R. Dis. No. 9264/D-I/55.)

44. Regular mazdoors detained in segregation camps (inoculation or other purposes) without being allowed to leave the camps may be considered to be out of headquarters for such period of their detention and paid with the sanction of the competent authority prescribed in Rule 48 of the Madras Travelling Allowance Rules, extra wages not exceeding seventy-five naye paise a day in lieu of batta, in addition to their wages.

45. There should be one or more watchmen for mid-day interval and night for every station. The exact number required will be determined by the Controlling Officer. The night watchman should on no account be asked to be on duty during mid-day interval. Only regular mazdoor of long service, proved worthy of trust, should be employed as watchmen. As a measure of check, the watchmen should be asked to strike the gang every hour from 7 p.m. to 6 a.m. Tell-tale clocks may be provided for the watchmen on rounds.

46. Watchman should on no account be retained for other duties during office hours as this would lead to inefficiency.

46-A. Mazdoors in the Livestock Farms who bring cows in heat, may be paid service remuneration fees from contingencies at the rate of 0–12 paise (twelve paise only) for every primary service and 0–6 paise (six paise only) for every secondary service.

NOTE :—This applies only to cows and she-buffaloes and not to any other species of animals.

(c) Office Procedure.

47. *Monthly reports.*—All Gazetted and Non-gazetted Officers in direct charge of station should submit monthly reports. These reports should be sent to the Director of Animal Husbandry. Those who are not directly under the control of the Director of Animal Husbandry should submit their reports through their immediate Controlling Officers. The progress reports should be clear, critical and exhaustive. The effect of weather on crops should also be dealth with. Great care should be taken in preparing these reports, as they happen to be the only record by which the controlling officers can get an idea of the work done in each section and in each research station.

48. *Periodical Reports.*—The pro forma for the submission of annual, quarterly and monthly progress reports and reviews in respect of Key Village Schemes, Cross-Breeding Scheme, etc., are given in Appendices 21 to 25.

The dates for submission to Indian Council of Agricultural Research through Government, of proposals for New Schemes, continuance of existing schemes, progress reports, technical programmes, etc., for the Indian Council of Agricultural Research schemes are given in Appendix 31.

49. *Annual Administration Report.*—(1) There are two annual reports submitted by the Director of Animal Husbandry to the Government for publication as indicated below :—

(a) The State Administration Report relating to the Calendar year published by the State Administration Report Officer, and

(b) The Administration report published by the Government in the Food and Agriculture Department relating to the financial year.

(2) (a) The annual report of the Department for the financial year is due to the Government on or before 1st October, every year. The annual report on the work done in the livestock section with the necessary tables should be submitted to the Head Office in duplicate not later than the 15th April each year so that one copy of it may be sent to the Indian Council of Agricultural Research through the local Government before the 15th May and the other retained in the Head Office for including a summary of the report in the annual report of the Department. The annual reports with the necessary tables of the other departmental officers including the Forest Veterinary Officer, Forest Department, Coimbatore should be submitted to the Head Office not later than the 25th April each year.

As the annual report is intended to be a brief record of all salient points in the operations of the year (1st April to 31st March) the Veterinary Assistant Surgeons should see that it is written up in as short and clear a form as possible. It should not be made the occasion for raising general questions or a medium for ventilating individual grievances.

(b) The livestock section report should also contain particulars on the following :—

(i) Developmental or Research work carried out to any appreciable extent on the Livestock Farms and elsewhere;

(ii) Indication as to the performance of the bulls at stud reference to their progeny, and extent of improvement effected in the locality where they are stationed;

(iii) Information as to how many cows were lost or sold during the year for what reasons and what their milk yields were;

(iv) The milk yields should be presented in classified form—Classifying the animals according to the sire. The sires used in the herd should first be mentioned and the daughters and dams shown against each.

(c) A copy of the report regarding Poultry, Sheep and Goats and Artificial Insemination Sections in the Livestock Farms concerned should be simultaneously sent to the Poultry Development Officer, Sheep and Goat Development Officer and Special Officer for Artificial Insemination as the case may be. The latter Officers will scrutinise the reports and submit their remarks, if any, to the Head Office before 1st May each year.

(3) As regards the State Administration Report dealing with the activities of the various departments, a summary of the salient features of the adminitration of the department for the first 11 months of the calendar year should be submitted by the Departmental Officers so as to reach the office of the Director of Animal Husbandry not later than the 5th December and a further report relating to the month of December should reach the office of the Director of Animal Husbandry on the 3rd January so that the Director of Animal Husbandry may submit the report to the Government in the Public (State Administration Report) Department by the 15th January of the succeeding year.

[G.O. Ms. No. 1836, Public (Services-C), dated 21st November 1960.]

(4) A copy of the annual report should be submitted to the Accountant-General, Madras, also.

50. *Inspection of Offices.*—The Director, the Deputy Director (Livestock) and the Deputy Director (Key Villages) or any other Deputy Director in the Office will be the inspecting officers for the Subordinate Offices.

The questionnaire for the inspection of farms is given in Appendix 9.

51. *List of books for the farms.*—A list of the minimum number of books that should be kept in a farm library for the use of the farm staff is furnished below :—

A. *Animal Genetics*—

1. Breeds of Cattle in India.
2. Breeding and Improvement of Farm Animals by Rice.
3. Breeding of Farm Animals by Hagedoorn.

4. Cattle Fertility and Sterility by Asdell.
5. Fertility and Infertility in Domestic Animals by Laing.
6. Pregnancy Diagnosis Test by Cowil.
7. Artificial Insemination and Animal Production by G. D. Sampathkumar.

B. *Animal Nutrition*—

1. Farm management by A. Wzlie.
2. Feeding of Farm Animals in India by P. E. Lander.
3. Feeds and Feeding Standards by Morison.
4. Veterinary Hygine and Nutrition by Linton. (Two volumes).
5. Animal Nutrition Research in India by Sen.
6. The Nutritive Values of Indian Cattle Foods and Feeding of animals—I.C.A.R.
7. Animal Nutrition by L. A. Maynard.
8. **Feeding of Farm Livestock by G.C.B. Ellis.**
9. Practical Animal Husbandry by Miller and Robertson.
10. Methods of Livestock Improvement by T. Murari.

C. *Veterinary Science*—

1. Veterinary Helminthology and Entomology by Monning H.O.
2. Text Book of Veterinary Bacteriology and Pathology by Garge and Davis 4th Edition 1960.
3. Veterinary Therapeutics by Wallis Heaves.
4. Veterinary Protozoology by Richard son.
5. Clinical Laboratory Methods by W.E. Bray, 5th Edition.
6. Manual of Veterinary Clinical Pathology by David Coffine, 3rd Edition.

D. *Dairy*—

1. Dairy Farmers Veterinary Book by N. B. Barron.
2. Composition of Milk by P. V. Sukhatme.
3. Dairy and Milk Production by C. H. Echles.
4. Dairy Husbandry by R. Kenney.
5. Dairying in India by J. N. Warner.
6. Dairy Cattle Judging Techniques by George Trimberger.
7. Milk and Milk Processing by B. R. Harington.
8. Dictionary of Dairying by Davis.
9. Dairy Farming by Paterson.
10. Developing a profitable Dairy herd by M. P. Golden.

E. *Poultry*—

1. Poultry Husbandry by Monley A. Jull.
2. Diseases of Poultry by W. P. Blount.
3. Blounts' Hen Batteries by W. P. Blount.
4. Poultry Nutrition by Ewing.
5. Guide to sexing Chicks by Tribbs.
6. Practical Poultry Farming by Hurd.
7. Egg Incubation by Marshall.
8. Poultry Keeping in India by Tweed.
9. Poultry Breeding by Hagedoom.
10. Modern Poultry Management by Howes.
11. Poultry Keeping in India by P. M. N. Naidu.
12. Sex Linkage in Poultry Breeding by Pease.
13. Laying Cages and Batteries, 1948—Pawel—Owen.
14. Poultry Production on Scientific Lines by Roy.

F. *Sheep and Wool*—

1. Sheep Management and Diseases by Belschoner 1959.
2. Sheep Diseases by Newsom's.
3. Sheep Husbandry and Diseases by Alen Frasr and John T. Stamp.

G. *Pig Farming*—

1. Housing of pigs.
2. Making money from pigs W. S. Compet.
3. Swine production by W. E. Carre and Krider.
4. Pig keeping and Breeding by Alan Marley.

H. *Agriculture*—

1. Agriculture and Animal Husbandry in India by Randhawa.
2. The Grasland and Fodder Resources of India by R. O. Whyse.
3. Statistical Methods for Agricultural Workers by W. C. Pause.
4. Mechanical Cultivation by D.A. Gadhary.
5. Theory and Dynamics of Grassland Agriculture.
6. How to produce more and better fodder for your cattle.
7. Botany by Rangachari.
8. South Indian Forages by Rajasekara Mudaliar.
9. Woods facts and figures of Agriculture.
10. Statistical Methods applied to Experiments in Biology and Agriculture, Lomacottegiate Press.

I. *Other Books*—

1. Kangayam Breed of Cattle by Dr. Pattabiraman.

2. Statistical Information of Depatment of Animal Husbandry by Dr. D. Pattabiraman.

(Director's Memorandum No. Roc. 57586/F-2/60, dated 28th June 1961.)

52. In addition to these, any other useful book or journal may be obtained by the following officers up to a limit of Rs. 200 per annum for the maintenance of a small and up-to-date library :—

(i) Gazetted Officers in charge of Livestock Farms, Poultry Farms, Sheep Farms, Salvage Farms;

(ii) The Superintendent, Government Dairy Farm, Ootacamund;

(iii) Poultry Development Officers;

(iv) Sheep and Goat Development Officer, Madras.

53. *Security deposits from Government servants.*—(1) Every subordinate who is entrusted, whether permanently or temporarily, with the custody of Government cash or stores should ordinarily be required to furnish security and execute a security bond setting forth the conditions under which the Government may hold the security and refund or appropriate it ultimately. A reference to each such bond should be recorded in a "Register of Security Deposits". See M.F.G., Volume I, form 17. The security amount should be fixed with due regard to circumstances and local conditions and where no specific amounts have been prescribed, the orders of the Director of Animal Husbandry should be obtained by the Head of Office concerned.

(2) The following security deposits have been fixed by Government for certain classes of the Government servants in Livestock Section :—

Store-keeper at Livestock Farms—Rs. 600.

(R. Dis. No. 2519-V/59.)

Accountant.—(1) at the Livestock Research Station, Hosur. Rs. 1,000.

(G.O. Ms. No. 4664, dated 21st October 1953.)

(2) at the other Livestock Farms—Rs. 500.

(R. Dis. No. 2363/I-51.)

(*a*) Tractor Driver	Rs. 200 each
(*b*) Drivers of Jeep, Station Wagon, Lorry, Van, Land Rover, Motor Car, etc.	Rs. 100 each
(*c*) Cleaners of the vehicles specified in Items (*a*) and (*b*) above.	Rs. 50 each

(D. Dis. No. 12223/A-4/55.)

(3) When a Government servant who has furnished security takes leave other than casual leave or is deputed to other duty the Government servant who is appointed to officiate for him should be required to furnish the full amount of security prescribed for the post unless the Director of Animal Husbandry has authorised a relaxation of the rule. The forms of security and conditions on which they are accepted are detailed in Article 279 of the Madras Financial Code, Volume I and the procedure for the safe custody of securities and security bonds is referred to in Article 285 of the Madras Financial Code, Volume 1. A security deposit taken from a Government servant should be retained for at least six months from the date he vacates his post but a security bond should be retained until it is certain that there is no further necessity for keeping it. The manner of dealing with the security of Government servants transferred to other posts is dealt with in Article 287 of the Madras Financial Code, Volume I. Every Head of Office should verify periodically and at least once a year in May, all securities he has taken in various forms in the manner prescribed in Article 288 of the Madras Financial, Code, Volume I and record the verification in the Register of Security Deposits. The securities should be repaid or retransferred to the depositor or otherwise disposed of only in accordance with the security bond.

(4) All the Superintendents of Livestock Farms and concerned departmental officers are requested to see that the following instructions are strictly followed :—

(i) a register of secuirty deposits obtained should be maintained.

(ii) the prescribed securities should be taken from all the subordinates from whom they are due.

(iii) Security bonds should be executed both for cash securities and personnel securities.

(iv) when cash is tendered as security it should be deposited in the Postal Savings Bank Account. The Officer who receives the security should send a letter to the Postal authorities concerned through the person who has to furnish security explaining the reason for the security with a request to receive the deposit and pledge the Account and Pass Book to the Receiving Officer duty endorsed. Example of Endorsement "Pledged to the Superintendent, Ramanathapuram District Livestock Farm, Chettinad for the faithful fulfilment of the duties as store-keper".

(v) the Post Office Savings Bank Pass Book should be sent to the Post Office as soon as possible after the 15th June every year for entering interest therein.

(vi) the pass books and the security bonds should not be left with the clerks. They should be kept in the custody of the Officer.

(vii) the Departmental Officers concerned should scrutinise security register frequently to see that the entries in it are made correctly and tally with concerned pass book and security bonds.

(viii) Whenever there is a change of officers certificate of handing over and taking over charge of the securities and security bonds should be recorded in the security register by both the officers under their dated signature after necessary verification; and

(ix) the security deposits should be refunded to the subordinates after the prescribed period of six months is over, after satisfying the claims of Government, if any. These deposits should not be retained for indefinite periods. Before the clerks and storekeepers who have furnished security are relieved, the Superintendents of Farms should see that all the stock, stock accounts and cash maintained by them are caused to be verified.

CHAPTER II—CASH, STORES AND WORKS ACCOUNT.

54. *Bill Books*—(i) *Cash Sales.*—For all sales, the Government servant receiving money, on behalf of the Government, must give the payer a receipt in Form A.V. 8. This form should be machine numbered serially. The books should, as far as practicable, be brought into use in the serial order of the number assigned to each book.

The bills should be prepared in triplicate (by carbon process), the original should be made over to the purchaser, the duplicate, together with the cash collections and a summary (in duplicate) of the collection for the day, should be sent to the Accountant for writing up the cash book; the triplicate should be retained by the Government servant receiving the money in the receipt book itself for being produced for check at the time of local audit.

(ii) *Sales to other departments.*—For all sales to other departments of Government, the Free Transfer Bills should be used. As soon as a supply is made, the bill should be made out in triplicate, the original and duplicate being transmitted to the recipient departmental officer, who in turn will acknowledge the receipt of the supply on the original and return it to be supplying Farm Superintendent. These original invoices should then be collected and sent to the Accountant-General for carrying out necessary book adjustments, wherever necessary (*vide* also paragraph 71 infra).

(iii) Corrections, if any, required at the time of preparation should be made and attested with initials. If it is found subsequently that the entries made in the original bills are incorrect, supplemental or adjustment bills for the difference should be made out and issued. In cases where excess has been collected, the procedure indicated under " refund " should be followed.

55. *Stock Book of Bill Books.*—A stock book of bill books should be maintained in the following form :—

(*a*) Opening balance.

(b) Receipts from Press [Serial Number of books (with dates) should be specified here].

(c) Total.

(d) Issues (with dates).

(e) Closing balance.

Before taking the bill books to stock and before bringing them into use from stock, the leaves in each book should be checked to see that they are all intact and a certificate to that effect recorded on the bill Books.

NOTE.—The unused bill books and the stock book of bill books should be in the custody of the Officer-in-charge of the Farm.

56. *Receipts for moneys collected.*—The receipts for the money collected should be issued over the signature of the Superintendents of the Farms. However the Superintendents of the Livestock Farms in the Animal Husbandry Department are permitted to delegate the powers of receiving cash and issuing receipt to the Farm Managers and/or the Accountants of the Farms and/or the Veterinary Assistant Surgeons, subject to the condition that the farm Superintendents remain personally responsible for the money received and that they check the receipt at the time of closing the Cash Book.

(G.O. Ms. No. 3847, Food and Agriculture, dated 10th November 1961.)

57. *Cash Book.*—A cash book should be maintained in Form T. & A. 144. The instructions contained in paragraphs 419 to 423 of Part I of the Manual should be followed in the matter of writing up the Cash Book. The cash book should be closed daily or at least on all days on which there is a transaction, individual entries made in it and the closing memo. should be attested by the Head of the office after verification. A certificate to that effect should be recorded in it.

58. *Receipts for cheques and demand drafts.*—A Government servant who receives money on behalf of Government should give the party a receipt. When a cheque or demand draft is received, a preliminary acknowledgment in Madras Treasury Code Form 4 should be given and its receipt entered in a " Register of Cheques " maintained in Madras Treasury Code Form 14. It should then be sent to the treasury for realisation. After realization it should be entered in the Cash Book and a final receipt in Form A.V. 8 or A.V. 9 sent to the party. If the cheque or demand draft is not honoured on presentation at the treasury or bank the fact should be intimated to the person from whom it was received and cash payment demanded. Supplies should be made only after cash is realized.

59. *Issue of duplicate receipts to parties prohibited.*—No Government servants may issue a copy of receipt or bill issued by

him on the plea that the original has been lost or is not available. A certificate may, when necessary, be givein stating the date of transaction, the sum realised and the name of the party along with the name and quantity of article sold. A fee of one rupee should be levied for every such certificate issued to a private party.

60. *Advance received from private parties for supply of seeds, etc., produced by the department or purchased from Government funds and stocked for sale.*—When an indent accompanies a deposit the party should be given a bill immediately on receipt of money in Form A.V. 8 or A.V. 9 and the amount posted straightaway in the cash book as " Receipts " and not as deposits and credited to Government in full. When the supply is completed, a bill should be made out as noted in the margin and the balance when collected, credited to Government. Whenever the amount of advance collected falls, short of the demand, the party should be asked to remit the balance. If the balance is not forthcoming, the issue of Farm Produce should be restricted to the quantity covered by the advance, unless in any individual cases, credit sales are permissible under any general or special orders of the competent authority. But, whenever the advance is found to be more than the amount actually due from the party, the excess amount should be drawn on a refund voucher from the treasury and paid to the party. Railway freight, packing and mazdoor charges, etc., should not be treated as expenditure of the office but should be billed for and recovered from the party before finally settling the account. The entire sum recovered from the party should be treated as " Receipts ".

Example—

	RS.	P.
To value of articles supplied ..	93	52
To gunny packing	5	34
To cooly hire	1	12
Total ..	99	98
Deducted advance received (*Vide* Bill No.) dated .	60	00
Balance due ..	39	98

61. *Refund of Revenue.*—The Deputy Directors of Animal Husbandry may sanction refund of any excess amount collected on account of the cost of livestock, dairy and farm produce which have been remitted into the treasury as " Receipts ". The Gazetted Officers in-charge of Cattle Farm, Sheep Farm and Poultry Farms the Shep and Goat Development Officer, the Poultry Development Officer, the District Veterinary Officer, Madras may sanction the refund of any excess over the amount due, collected on account of the cost of livestock, dairy and Farm produce which have been remitted into the treasury as " Receipts ", up to a limit of Rs. 100 (rupees one hundred only) at a time in each case. The procedure for sanctioning the refund is given in Articles 33 and 34 of the Madras Financial Code, Volume I and the time limits prescribed for receiving claims for refunds of revenue

are detailed in Article 34 of the Madras Financial Code, Volume I, Bills for drawing money from the treasury on account of refund of revenue should be prepared in Madras Treasury Code, Form 62. Every refund should be noted on the original receipt entry in the counterfoil of the Bill Book as well as in the cash book. The Government Servant who is responsible for the maintenance of the accounts should certify on the Bill that the refund has been so noted and should fill in columns (1) to (5) of the Bill. Particulars of the order of the competent authority sanctioning the refund should be furnished in the Bill and a certified copy of the order should also be forwarded if no copy has been separately communicated to the Accountant-General. The appropriate certificate, printed in the bill should be furnished. When the drawer of the bill is himself the sanctioning authority he should certify on the bill that the refund claimd satisfies the conditions prescribed in the Departmental rules and Administrative Orders; in other cases this certificates should be furnished by the competent authority in the order sanctioning refund.

62. *Fixing sale price and rate of hire on implements, carts, etc.*—The Superintendents of Farms are competent to fix the sale price of miscellaneous Farm produces like vegetables, garden produces, firewood, etc. The sale price should be revised atleast once in a year and the local market rate prevailing at the time of fixation of price should also be recorded. A separate register may be maintained for this purpose so that the information may be available to audit.

In a similar way rate of hire charges for implements, carts, etc., may also be fixed where necessary.

63. *Contracts.*—Whenever a contract is entered into on behalf of the Government, the terms should be precise and definite and there should be no room for any ambiguity or misconstruction of any of its provisions. Except in cases where standard forms of contract have been prescribed, every Government Servant who has to enter into a contract should, before doing so, take legal adivce from the Government Pleader. Officers are responsible for strictly enforcing the terms of the contract and see that no act is done that would tend to nullify or vitiate the contract.

A register of tenders and agreements should be maintained in the prescribed form and should be subjected to a review by the Farm Superintendent at periodical intervals. The agreements and the connected tender documents which are not retained by higher departmental Officers should be kept in serial order in the custody of the head of the office and should not be mixed up with the general files.

64. The list of authorities empowered to enter into contract on behalf of the Government is given below :—

Nature of contract.	*Authority competent to enter into the contract.*
(1)	(2)
I. All contracts, agreements and leases relating to Veterinary Section of the Animal Husbandry Department.	By Deputy Director of Animal Husbandry (Veterinary), Madras.
II. All contracts, agreements and lease relating to the Key Village Scheme and other connected schemes of the Animal Husbandry Department.	By Deputy Director of Animal Husbandry (Key Villages), Madras.
III. All contracts, agreements and leases relating to the Livestock Section but excluding the items assigned to the Deputy Director of Animal Husbandry (Key Village) (*Vide* Item II above).	By the Deputy Director of Animal Husbandry (Livestock), Madras.
IV. Agreements relating to calves included under the Calf Subsidy Scheme (in the Key Village Blocks) of the Animal Husbandry Department.	(*a*) All Inspectors of Key Villages. (*b*) Superintendent, Livestock Research Station, Hosur Cattle Farm. (*c*) Special Officer, Artificial Insemination, Madras, (*d*) District Veterinary Officer, Nagercoil and Nagapattinam.
V. Mortgage deeds given as security in connection with the employment of Treasurers, Cashiers or Clerks in Offices other than District Treasuries and Sub-Treasuries charged with the disbursement of money or the custody and handling of securities.	Head of office. (M.F.C. Volume II).

[G.O. Ms. No. 1886, Food and Agriculture, dated 30th June 1957. Endorsement, D. Dis. No. 12365/B3-5/57-1, dated 15th July 1957. G.O. Ms. No. 1543, Food and Agriculture, dated 26th April 1961.]

65. *The Rate Running Contract.*—(i) The purchase of certain items of stores like tyres, tubes, fire extinguishers, oils, grease, etc., are governed under Rate/Running Contract.

(ii) The indents for the annual requirements of the above products are to be furnished in the prescribed Indent Form W.S.B. 67 [Specimen from in Appendix 10 (*a*)] in duplicate for each individual product to the Director-General, Supplies and Disposals, Shajahan Road, New Delhi, about 8 months in advance. On the basis of the requirements of the Indentor, the Director-General Supplies and Disposals, New Delhi makes an allotment of the products by entering into contracts with the concerned companies. On receipt of intimation of the allotments of the products and authorisation to draw supplies against such contracts, the Indenting Officer can draw their requirements of each of the aforesaid products to the extent included in the Statement of Estimates by

placing supply order in Form No. W.S.B. 286 [Specimen Form in Appendix 10 (b)] direct on the contractor's nearby branch office.

(iii) The following instructions are to be observed in the preparation of supply orders :—

I. The supply orders placed in the prescribed form should contain reference to the original contract as given in the Director-General, Supplies and Disposal's letter, in which the requirements of the product for supply are registered.

II. The Station of supply and the place in which supplies are required should be clearly indicated.

III. The names of only those products which are covered against the relevant contract should be shown in the supply order. Each supply order should pertain to one contract only.

IV. Copies of all supply orders are to be endorsed to the Pay and Accounts Officer, Ministry of Works, Housing and Supplies, New Delhi (1 copy) and the Deputy Director of Inspection, Madras (2 copies).

V. In the copies of the supply orders for the Pay and Accounts Officer, Ministry of Works, Housing and Supplies, New Delhi which is to be sent under Registered Post, the designation of the Accounts Officer, through whom and the budget head of account against which debit is to be raised, are to be indicated.

VI. Copies of such supply orders or correspondence relating thereto *are not required* to be endorsed to the Director-General, Supplies and Disposals, New Delhi.

VII. Copies of all amendments, if any, to supply orders to be endorsed immediately to the Officrs at IV above.

VIII. The quantity of each product registered on behalf of each indentor is subject to alteration at the discretion of the Indentor to the extent of 25 per cent up or down or as specified in the relevant contract, if any, reduction or addition to the estimated quantities indicated in the statement of requirements within the specified limit is desired by any indentor, during the contractual period, an intimation to that effect may be sent direct to the contractors concerned, who are having standing instructions to arrange the supplies to that effect. If, however, any quantity in excess of the maximum limit laid down in the contract, is required, during the contractual period, a separate indent in Form W.S.P. 67 in duplicate has to be placed on the Director-General, Supplies and Disposals, New Delhi for necessary procurement sanction.

IX. In the case of supply orders, where F.O.R. despatches are required, reasonable time-limit (viz., 4 to 5 weeks from the date of issue of the orders) is to be given to the contractors to enable them to make supplies by the stipulated dates.

X. The procedure in regard to the issue of Inspection Receipt certificate on W.S.B. 65(S) [Specimen form in Appendix 10(*c*)] is given below :—

(*a*) For supplies, export stations such as Bombay, Madras, etc., inspection certificate on the above form will have to be issued by the Direceor/Deputy Director of Inspection at the ports.

(*b*) For supplies ex-up country stations other than ports, Inspection/Receipt certificates on the above form will have to be issued by the Indenting Officer as under :—

I. The direct Indenting Officers will five copies of Form W.S.B. 65(S) duly marked copies No. 1, 2, 3, 4 and 5 along with the supply orders placed on the contractors.

II. The Officer issuing the supply orders has to complete Form W.S.B. 65(S) only in respect of part one Inspection Certificate (Five copies) before forwarding the same to the contractors. The first two copies of the Inspection Notes are to be marked at the top left hand corner as " Accounts Office, copy No. 1 " and "Accounts Office copy No. 2" respectively with attestation.

III. For F.O.R. despatches.—The contractor will retain "Accounts Office copies No. 1 and 2" of the Inspection Notes and will send after despatch copis No. 4 and 5 to the Indenting Officer.

IV. The consignee will have to complete Part II of Form W.S.B. 65 (S) " Receipts Certificates " and have to return to the contractor copy No. 5 retaining copy No. 4 for his own record.

V. For Local Deliveries.—(i) In cases of deliveries to be obtained locally from the companies, depots, etc., the contractor will have to present copies Nos. 1, 2, 4 and 5 of the Inspection Notes to the consignees at the time of delivery for completion of " Receipts Certificate " portion thereof. The consignee will have to retain copy No. 4 and return the other copies duly receipted to the contractors.

(*ii*) The rate running contractors are provided for supplies in various modes of delivery and the supplies can be obtained in various sizes of containers and also both as returnable and non-returnable. Separate prices are existing for each mode of packs of delivery.

(*iii*) As regards Tyres, tubes, etc., only the following are governed under the rate contract :—

1. Tyres or covers. 2. Tubes. 3. Flaps.	For M. T. vehicles.
4. Tyres or covers. 5. Tubes.	For cycles.

(iv) All direct demanding officers have been permitted to indent direct against the Rate Contract, provided the value in each transaction does not exceed rupees one lakh. All

indents for stores of a value of more than rupees one lakh are to be forwarded to the Director-General, Supplies and Disposals, New Delhi.

(v) Indents, etc., for the above are to be prepared similar to oils and greases and are to be forwarded to the concerned Company, with copies to the Officers mentioned in paragraph (4). All other terms and conditions are the same as for oils and greases.

(vi) Requisitions for the supply of the above printed forms are to be sent to the Director-General, Supplies and Disposals, Section A.II (Stationery), Shajahan Road, New Delhi.

66. *Insurance of Government property.*—No property of the Department sould be insured at the cost of Government but there are exceptions to the general rule—*Vide* Article 319 of Madras Financial Code, Volume I.

67. *Inspection and verification of stores.*—No Government servant should hold stores in stock in excess of the amount likely to be forwarded to the Director-General, Supplies and Disposals, of one year, etc. A responsible officer should inspect all perishable stores once in each half-year and all other stores once a year to see whether any unserviceable stores or those in excess of requirements are kept in stock. In the case of seed stock, periodical dryings should be given and germination test conducted. A Government servant who is in-charge of stores should check them at least once a year and send a verification report to the Controlling Officer under his own signature. The latter should also check the stock accounts while inspecting the office. Whenever a Government Servant is transferred, the relieving Government Servant should verify the stock of stores with the stock accounts, certify on the stock accounts as to the correctness of the stock taken over and report, if there is any difference, to his immediate superior. If this procedure is not adopted the responsibility for the difference will fall on the relieving officer. The Controlling Officer should arrange to examine the discrepancies in stock balances and send a report to the Director of Animal Husbandry. Deficiencies should either be written off or the cost recovered from the individuals responsible, if the deficiency could be proved to be due to the negligence of the individual concerned. In case where any excess stock is found it should be entered in the stock account at once as a receipt with the remarks "Excess found on stock verification". No special orders are necessary in this case. Besides the periodical verification of the stores prescribed above a surprise check of the stores should be conducted by superior officers, at intervals of at least once a year and the results of such check should be reported to the Head of the Department—*Vide* Article 143-A of Madras Financial Code, Volume I.

68. *Purchase of furniture and other stores.*—Whenever Heads of Offices apply to the Director of Animal Husbandry for sanction to purchase furniture and other stores they should furnish the following information :—

(i) The existing stock of furniture, deadstock articles or other stores and how they are distributed or utilised;

(ii) The necessity for the articles required to be purchased, viz., for whom or the purpose for which they are intended and how the work is being carried on without the articles proposed to be purchased;

(iii) The estimated cost of the articles and the source from where they are to be obtained. Whether quotations have been called for either from the Jail Department or from the local dealers and the basis on which estimated cost has been worked out;

(iv) Whether funds have been provided to meet the expenditure in the current budget.

The instructions contained in Articles 125 to 129 of the Madras Financial Code, Volume I, regarding the procedure to be followed in the matter of calling for quotations, tenders, etc., should be rigidly followed. Whenever, the amount of a tender or contract exceeds Rs. 10,000, copies of the tender documents and agreements should be sent to the Accountant-General, Madras in pursuance of the instructions contained in his circular No. TM. 15-101/59—60-300, dated 13th February 1960. The forms of tender notice and the tender for the supply of articles of cattle food, etc., to the farms are given in Appendices 20 (*a*) and 20 (*b*).

69. *Inter-Departmental Transfers.*—The instructions for effecting payment to other departments by book adjustment will be found in Article 115 of the Madras Financial Code, Volume I. Such adjustments will be necessary only in cases where the other department is a Commercial Department. In other cases the supply should be treated as free supply.

70. *Accounting procedure for supplies and services rendered within the department.*—In order to facilitate the proper maintenance and exhibition of accounts, adjustments should be carried out by the officers of the Animal Husbandry Department by presenting bills at the treasury for payment by book transfer in respect of supplies or services made within the Animal Husbandry Department from or to schemes for which separate accounts are maintained and which are wholly or partly financed by other Government, the Indian Council of Agricultural Research or the Commodity Committees.

71. *Transfer Bills.*—The triplicate bill book in Form A.V. 8 should be used for all transfers of stocks including Livestock. The bills should be prepared in triplicate and two copies sent to the Heads of Offices to whose jurisdiction the stock is transferred.

On receipt of those bills, the Head of Office should note in a ledger maintained in the prescribed form the source, quantity and particulars of the stock supplied. One page of the ledger should be allotted to each subordinate. After making the above entries, the Head of Offices should send both copies of the transfer bill to the subordinate to whom the stock was supplied, for making stock book entries and furnishing a certificate to that effect. The subordinate should then return one copy of the bill to his Head of Office and retain the other copy in stock file of transfer bills received. On receipt of the transfer bill duly acknowledged, the Head of the Office should complete the entries in the ledger nothing also in it reference to stock book pages as given in the bill. The Head of Office should then send the above transfer bill duly "accepted" to the officer who supplied the stocks. When the Head of Office goes for audit, he should take the ledger with him and verify that all stocks received on transfer have been correctly brought to account. Subordinates should on no account receive transfer bills in respect of stocks received by them on free transfer, except through their Heads of Offices. On receipt of the "accepted" copy of the transfer bill, the supplying officer should paste it with the counterfoil of the bill. If the copy is lost in transit, the supplying officer should get the acceptance in another copy prepared in manuscript. In every case where a free transfer is made, the transaction should be supported by an accepted copy of bill pasted with the counterfoil of the bill. The Heads of Offices and other Inspecting Officers should periodically review the bill book and see that all transfer bills are obtained duly acknowledged in proper time. A separate bill book should be maintained for transfers of stocks.

72. *Preventing of loss of stores in transit.*—When stores are received by rail, the officer receiving them will first see that the waggon seals or seals affixed by the particular consignments are intact and satisfy himself that there is no sign of tampering or pilferage en-route. If the seals are intact and if the condition of the stocks are otherwise in order, after a check of a fair percentage of the articles, chosen at random, he may remove them to his stores. Otherwise, he should make note of the bad condition of the stocks in the "Railway Delivery Book" available with the Goods Station Master and should immediately prefer a claim for any shortage noticed. The shortage should be assessed on actual weighment, which should be done by a responsible official and in the presence of a Railway representative.

73. *Register of auction sales.*—A register of auction sales in the form given as item I in Chapter VII should be maintained in all offices. A bidders list should also be prepared and the signature of the highest bidder should be obtained in it before delivery of the auctioned articles.

74. *Losses in Government accounts and the procedure for fixing the responsibility for losses in Government accounts.*—Articles 294 and 300 to 302 of the Madras Financial Code, Volume I, deal with responsibility for losses. The procedure for dealing with and for fixing responsibility for losses in Government accounts outlined in the above articles should be strictly followed. The procedure for dealing with damages to immovable Government property due to any calamity such as fire, flood, etc., will be found in Article 299 of the Madras Financial Code, Volume I. In the case of losses by accidents and diseases in epidemic form of serious dimensions to livestock, poultry, etc., also the procedure prescribed in Articles 294 and 299 of the Madras Financial Code, Volume I, should be strictly followed. Losses of the kind noted below should be dealt with promptly as and when they occur :—

(i) Losses by accidents like fire, flood or cyclone, epidemic form of diseases of serious dimensions to livestock, poultry, etc.

(ii) Losses by theft.

(iii) Losses by misappropriation by subordinate officers.

(iv) Losses in transit.

Heads of offices should apply for sanction to write off losses or sanction them themselves, if they are within their powers, only after making a thorough investigation and after satisfying that the loss took place under circumstances beyond the control of any one. Full facts should be given before recommending write off.

A report should be sent to the Accountant-General, also in accordance with instructions in Article 294 of the Madras Financial Code, Volume I.

(Government Memorandum No. 83920 C II/65-4, Food and Agriculture, dated 24th December 1965).

75. *Revenue Deposits.*—Some of the kinds of deposits classed as " Revenue Deposits " are given below :—

(i) Earnest money deposits of intending tenderers.

(ii) Security deposits received from the lessee of the usufructs of trees.

(iii) Security furnished in cash by a Government servant or contractor and not converted into an interest bearing form of security.

(iv) Caution money deposits received from the students of the college.

A more detailed list will be found in Appendix 21 of the Madras Financial Code, Volume II. The circumstances under which these deposits will lapse to Government are detailed in Article 271 of the Madras Financial Code, Volume I. Such lapsed deposits will be credited to Government and should be repaid only with the previous sanction of the Accountant-General.

76. *Accounting of earnest money deposits collected from contractors, tenderers, etc.*—These deposits, when realised, should be credited to " Civil Deposits—Revenue Deposits—Other

Deposits". Their refund should be debited to the same head. Earnest money deposits collected from intending bidders at auction sales may be entered in a subsidiary register and the deposits refunded to unsuccessful bidders at the close of the auction after getting unstamped acknowledgment in the register itself whatever the amount involved may be. The earnest money deposit chalans of successful bidders as well as chalans not returned the same day, should be sent along with the auction papers to the Head of the office, we should keep the chalans in his personal custody.

77. *Execution of works.*—No work may be started before a proper estimate has been sanctioned by the competent authority and till funds are available or promised. The estimates should be prepared in Form C.E. 150. The General rules contained in Article 157 of Madras Financial Code, Volume I, regarding preparation of estimates should be carefully followed. The powers delegated to various officers is given in Appendix to the Animal Husbandry Department Manual. The savings in estimates sanctioned for a specific work should not be diverted to any additional or fresh work. Works are executed by one or other of the following methods :—

(i) The Departmental method;

(ii) The piece work contract method;

(iii) The lump-sum contract method; and

(iv) The schedule contract method.

Under method (i), every item of work such as purchase of materials, engaging labour, etc., is done departmentally. This method is adopted when no contractor is available or when it is considered to be the most economical method. Under method (ii) the piece worker agrees to execute a specified work or part of a work at specified rates without reference to quantity or the time taken and the department arranges for the supervision, setting out and measuring of all the work done. As a rule, this method should not be adopted for works other than petty works (including improvement and repairs). Under method (iii) the contractor agrees to execute a complete work in accordance with the specifications for lump sum payment. This method should be adopted except when none of the other methods is considered more advantageous. Under method (iv) the contractor agrees to execute one or more of the items included in a work at fixed rates, and the amount to be paid to him depends on the quantity and kind of work done or materials supplied. When method (ii), (iii) or (iv) is adopted special care should be taken to see that the rates and amounts fixed are economical, giving due consideration to the amount and nature of the work to be done. When a work is given on contract, tenders should be invited and a formal agreement got signed by the contractor. Form of tender and conditions of works may be obtained from the Executive Engineer

having jurisdiction over the area. It is not essential, though desirable, to obtain a formal agreement in regard to any work estimated to cost not more than Rs. 1,000, but even here there should at least be a written understanding specifying prices and rates. Before Heads of offices forward estimates to the Director of Animal Husbandry for sanction, or when they themselves sanction them, they should do so after inspection of the places or buildings and record their opinion about the necessity for the work either in whole or in part.

78. *Bills for petty construction and repairs.*—These bills should be prepared in M.T.C. Form 59. The name of the work, the serial number of the bill, the number and date of the last bill, the number and date of the order sanctioning the work and the amount of the sanctioned estimate should be entered on each such bill in the space provided for the purpose. Each item of charge should be fully described and details furnished when necessary about the rates and quantity. All sub-vouchers for individual payments exceeding Rs. 50 should be attached to the bill. If it is not possible to furnish full details of the charges with the necessary sub-vouchers while drawing the bill, they should be furnished within one month in a separate bill marked *not payable at the Treasury* with the necessary sub-vouchers attached. When a bill contains a charge for labour engaged departmentally, the drawing officer should certify that the amount charged was paid for on the basis of muster rolls maintained in accordance with the rules, to labourers who were actually engaged on the work. These muster rolls should be submitted to the Accountant-General if called for. In the case of menials for whom no separate muster rolls were maintained, the disbursing officer concerned should furnish a certificate as follows :—

"Certified that all menials whose pay has been charged in the bill were actually entertained in Government Service during the period concerned."

The general instructions issued for posting the contingent register and for drawing contingent bills will also apply in respect of bills in which expenditure on petty construction and repairs is also drawn.

79. *Drawal of abstract contingent bills and transmission of detailed bills to the controlling authority.*—In regard to contingent expenditure requiring the countersignature of the controlling authority, after payment, the drawing officer shall present abstract contingent bills in form 57. at the treasury and obtain funds. He should send monthly detailed bills to the controlling authority for transmission to the Accountant-General, Madras, after countersignature. In the abstract bills, the expenditure should be classified under the detailed account heads. The number assigned to

each sub-voucher pertaining to each entry in an abstract bill should be shown against the entry and sub-vouchers for amounts over Rs. 50 should be transmitted in original to the controlling authority along with the detailed bill with a certificate regarding the check of defacement of all sub-vouchers for amounts of Rs. 50 or less.

80. The drawing officer should attach to the first abstract bill presented after the 10th of each month a certificate that he has submitted all detailed bills pertaining to the A.C. bill drawn during the previous month to the controlling authority, indicating the date or dates on which they were despatched.

81. *Measurement Books.*—Instructions for maintaining measurement books given in Articles 174 and 175 of the Madras Financial Code, Volume I, should be observed. A Register of Measurement Books should be maintained in the form given in item 39 of Chapter VII.

82. *Register of sanctioned works and preparation of completion reports.*—A register of sanctioned works in the form given as item No. 2 of Chapter VII, should be maintained by all drawing officers. A separate page should be allotted for each sanction. The expenditure relating to each sanction and of each item of work, e.g., earth work, superstructure, etc., within a sanction should be noted in it in order to see that the sanctioned amount is not exceeded. The entries in this register should be checked by Heads of Offices periodically under their dated initials. After completing every work, a completion report should be sent to the Accountant-General, in accordance with Article 181 of the Madras Financial Code, Volume I. A copy of the register of sanctioned works in respect of the work to which the completion report relates, should be attached to it.

83. *Register of buildings.*—A register should be kept for all the existing buildings and other permanent works such as wells, wire-fence, etc. The register will have the following columns :—

(i) Name of building or permanent work.

(ii) Date of erection or purchase (if purchased, enter also date of erection as nearly as can be ascertained).

(iii) Recorded value.

(iv) (*a*) By whom occupied—

(i) Name.
(ii) Date of occupation.
(iii) Rent payable.

(*b*) Standard rent.

NOTE.—The standard rent should be revised whenever additions or alterations of a capital nature are made to the buildings in accordance with the instructions in Rule 45 of the Fundamental Rules.

(v) Nature of building (walls, roof, floor).

(vi) Cost of subsequent additions, alterations and repairs.

Full details should be furnished in each case. A separate page should be allotted for each building or permanent work to enable the particulars required in column (vi) being recorded. The officer-in-charge should see that all buildings in his charge are kept clean and tidy. The entries on the register should be attested by the officer-in-charge and scrutinised periodically by the Head of office.

Annual inspection of the buildings in respect of which the administrative control is vested in the Animal Husbandry Department should be conducted by an officer, to be nominated by the Director of Animal Husbandry every year.

CHAPTER III—FARM WORK AND MANAGEMENT.

84. The Government have fixed the sale prices for various breeds of male and female stock in the Government livestock farms as detailed below :—

PRICES FOR THE LOCAL BREAD.

Female stock.	*Kangayam.*	*Hallikar.*	*Umblacherry.*	*Alambadi.*	*Pulikulam.*	*Burghur.*
	RS.	RS.	RS.	RS.	RS.	RS.
6 months up to 1 year ..	100	100	50	50	50	..
1 year to 1½ years ..	150	150	100	100	100	..
1½ years to 2 years ..	300	300	150	150	150	..
2 years to 2½ years ..	400	400	200	200	200	..
2½ years and over in calf.	500	500	300	300	300	..
Cows over 3 years ..	600	600	400	400	400	..
Male stock.						
Over 6 months—1 year ..	100	100	50	50	50	50
1 year to 2 years	200	200	100	100	100	100
2 years to 2½ years ..	400	400	200	200	200	200
2½ years and above ..	800	800	400	400	400	400

PRICES FOR THE MILCH BREEDS AND OTHERS.

Female stock.	*Gir.*	*Tharparkar.*	*Thari.*	*Hariana.*
	RS.	RS.	RS.	RS.
6 months to 1 year	150	150	100	100
1 year to 1½ years	250	250	150	150
1½ years to 2 years	400	400	300	300
2 years to 2½ years	500	500	400	400
2½ years and over and in calf ..	600	600	500	500
Cows.				
Over 3 years yielding up to 3,000 lb.	800	800	600	600
Cows yielding over 4,000 lb. ..	1,000	1,000	..	..

MALE STOCK.

Male stock.	*Gir.*	*Tharparkar.*	*Thari.*	*Hariana.*	*Sindhi.*	*Cross Breeds.*	*Murrah Buffaloes.*
	RS.	RS.	RS.	RS.	RS.	RS.	RS.
6 months to 1 year	150	150	100	100	150	150	150
1 year to 1½ years	250	250	150	150	250	250	250
1½ years to 2 years	400	400	300	300	400	400	400
2 years to 2½ years	500	500	400	400	500	500	500
Over 2½ years	800	800	800	800	800	800	800

Sale of female stock should not be made from the Government Livestock Farms. In exceptional cases, specific orders of Government should be obtained for sale of female stock quoting the sale price, book value, etc.

(G.O. Ms. No, 4393, Food and Agriculture, dated 30th December 1961.)

(G.O. Ms. No. 2426, Food and Agriculture, dated 8th August 1963.)

85. The sale price of pigs in the Government Farms has been fixed by the Government at Re. 1·15 nP. (rupee one and naye Paise fifteen only) per kilogram of body weight subject to a minimum price of Rs. 5 and maximum price of Rs. 150 (rupees one hundred and fifty only) irrespective of the sex and the age of the pigs.

(G.O. Ms. No. 2288, Food and Agriculture, dated 4th July 1962.)

86. The following wastage and dryage of stores have been fixed by Government :—

	Items of Stores.	*Percentage.*
1	All cattle feeds	2
2	Paddy (dried)	1·5
3	All seeds and grains including groundnuts	5
4	Sheep wool	1·5
5	All oils and greases	3
6	Charcoal	5
7	All other miscellaneous articles in the Stores including manures and chemicals.	1
8	Silage	33
9	Firewood	10

The percentages fixed for all the items except items 8 and 9 above are for the storage period of one year only and if they are stored for periods exceeding a year, further percentage should be allowed proportionately.

(G.O. Ms. No. 1791, Agriculture, dated 14th July 1955.)
(D. Dis. No. 9–F/54, dated 25th April 1955.)

87. *Loan for the purchase of breeding bulls.*—The Government have ordered that loans may be granted to ryots for the purchase of breeding bulls and have authorised the grant of loans to bona fide breeders at concessional rate of interest of $4\frac{1}{2}$ per cent per annum. The amount of the loan that may be granted to any single individual should not exceed Rs. 500 (rupees five hundred only). The loans may be granted by the Collectors on the recommendation of the Director of Animal Husbandry for the purchase of breeding bulls not only from the Livestock Research Station, Hosur Cattle Farm, but also from the other Government Farms in the State. The loans shall be recoverable in three annual instalments and shall be subject to the other usual terms and conditions laid down in the loans Manual. The Collectors shall be the departmental Officers responsible for maintaining the detailed accounts of the loan and for furnishing the certificate of acceptance of the balance outstanding on 31st March of each year. The expenditure should be debited to the detailed head ' Loans to individuals for the purchase of cattle ploughs, etc., under " Miscellaneous Loans and Advances."

As soon as a loan is sanctioned and disbursed the connected records should be transferred to the Revenue Department for taking necessary further action for the recovery of the loans.

(G.O. Ms. No. 326, Revenue, dated 8th February 1955.)
(D. Dis. No. 6140/D/55.)

88. *Distribution of pedigree bulls and distribution of rams and cockerels (male stock only) on exchange basis by Panchayat Unions.*—Government have sanctioned a non-matching grant to the Panchayat Unions for the distribution of pedigree bulls at half

cost and for the distribution of Rams and Cockerels (male stock only) on exchange basis. The amount sanctioned for the distribution of pedigree bulls will be utilised for the payment of a subsidy on the cost of the bulls not exceeding 50 per cent. The beneficiaries will be selected by the Panchayats. The pedigree bulls will be selected and supplied by the District Veterinary Officer to the persons selected by the Panchayats. The selected person will remit half the cost in advance to the credit of the Panchayat Union.

As regards the distribution of Rams and Cockerels on exchange, the Panchayats will select the beneficiaries who will exchange their Rams or Cockerels as the case may be for the ones supplied by the Panchayat Unions. The Panchayat Union will purchase rams and cockerels after being approved by the District Veterinary Officer and arrange to exchange them. The rams and cockerels obtained by the Union in exchange should be castrated or caponised and sold and the receipts should be credited to the Panchayat Union funds.

89. *Valuation of animals.*—(1) All livestock belonging to the Government should be valued as on 31st March every year. The following principles are to be adopted in the valuation of animals in general. All details regarding the age, the parentage and the potentialities of the parents, own performance, present general conditions, stage of performance, etc., are the salient points on which valuation should be based. The general trend of market condition is also to be considered and greater emphasis should be laid on the general condition of the animal at the time of inspection for valuation since experience has shown that even though all the factors detailed above are to be considered in the valuation of an animal, the state of physical condition of the animal at the time of valuation has to receive special emphasis for obvious reasons. An animal might belong to a good strain or might have been on the farm for a considerable period thereby involving considerable expenses on maintenance but if it is physically poor or has marking, etc., defective for the breed, its value should be reduced to what the animal is worth if offered in the market. In a similar way, though early lactations are appreciated in valuation, if a cow develops unthriftiness or any other defect which is likely to impair its future performance, its value has to be scaled down irrespective of the fact that she is from a high yielding parentage or had done well during the previous lactations or had been on the farm for a long period involving considerable investment on her. Each case should be decided on its own merit by a consideration of all the facts.

(D. Dis. No. 3879/D-1/55.)

(2) The valuation of cattle and buffaloes on each farm will be done by the Deputy Director of Animal Husbandry (Livestock)

and that of other animals and birds will be done by the controlling Officer concerned. The form in which valuation list should be submitted is furnished in the Appendix 11.

90. *Culling of cattle, sheep and goat.*—(*a*) The rules for the culling of cattle have been included in paragraph 167 of the Animal Husbandry Department Manual.

(*b*) The following are the rules for the culling of sheep and goats in Government Farms :—

(1) The culling of sheep and goats in Government Farms should be resorted to in the following cases :—

(i) Sheep and goats that do not conform to breed characteristics. Female stock, if otherwise good, can however, be retained for the purpose of stock breeding at the discretion of the Superintendent of the farm or the Sheep and Goat Development Officer as the case may be.

(ii) Sheep and Goats that are uneconomical, weak and do not thrive under farm conditions in spite of good management excepting those that are maintained for experimental purposes.

(iii) Sheep with congenital and other body defects and deformities.

(iv) Bad and irregular breeders that do not respond to proper treatment and management.

(v) Sheep and goats which throw out progenies with undesirable characters.

(vi) Bad mothers.

(vii) Male stock that are not fit for breeding purposes.

(viii) Sheep and goats suspected and confirmed for contageous and infectious diseases and those suffering from incurable diseases.

(ix) Aged sheep and goats. Generally sheep above five years of age should be taken as old. Good breeding stock if any beyond the age prescribed can however be retained for the purpose of stock breeding.

(x) Sheep and goats with stunted growth and poor in constitution.

(xi) Sheep and goats with fractures and injuries incurable due to any cause.

(xii) Sheep with bad wool characters.

(2) The culling list for each farm should be prepared by the Superintendent and submitted for verification and orders to the Deputy Director of Animal Husbandry (Livestock), Madras.

(3) The culled animal will be disposed of in public auction after giving vide publicity in the district concerned.

(4) The culling may be done in all Sheep Farm twice a year, once in April and again in October to confirm to the two lambing seasons of sheep in every year.

(G.O. Ms. No. 2829, Food and Agriculture, dated 14th August 1958.)

91. *Culling of Poultry.*—(1) Culling of Poultry is an important item of work for economic poultry production. The lame and defective chicks not fit for breeding should be culled out. The weak, stunted and poor type of chickens not true to the breed characters should be culled out. Very old and poor layers of birds should also be culled out. A separate culling register for poultry should be maintained in the following form. At the end of every year, the reaons for culling should be analysed according to the breed, sex and age of poultry and the defects should be remedied.

Culling Register for Poultry.

Date of culling.	Breed sex and age	Bird number.	Reasons for culling.	Approved of the Controlling Officer.	Method of disposal, auction or by sales.	Amount realised.	Bill Number.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

The following shall be the criteria for the culling of birds in Government Poultry Farms :—

(i) *Baby Chicks.*—Deformed, born weak or cripple, undersized should be destroyed.

(ii) *Growing chicks.*—Stunted, undersized, suffering from Coryza, deformity and sickness due to infectious or contageous diseases, slow moulters (chick moult) undesirable plumage colour (breed colour).

(iii) *Pullets.*—Poor growth, stunted, wrong plumage colour, bodily deformity, unthrifty, dry droppy, ruffled feathers, leggy, poor development of comb and wattles, narrow head, over-brown beaks and toe nails, below standard weight for the age of the breed, late maturity and rumpy tail.

(iv) *Cockerels.*—Poor growth, stunted, wrong plumage colour bodily deformity, unthrifty, dry droppy, ruffled feathers, leggy, poor development of comb and wattles, bent comb, comb with thumb marks, comb with irregular serrations and springs, narrow head, over grown beaks and toe nails, below standard weight for the age for the breed, late maturity and rumpy tail.

(v) *Laying Pullets.*—Late maturity, birds that have produced less than 25 eggs within the first 90 days from the date of first laying. Pullets that have given between 25 to 50 eggs during the same period are not to be used for breeding but may be retained so long they give eggs and should be disposed soon after such birds stop laying. Pullets that yield porous thin and weak shelled eggs. Pullets that give very small sized eggs (only for table eggs production).

(vi) *Laying* hens.—Birds that have yielded less than 150 eggs during their first year production should not be carried over for second year production and should be culled out at the beginning of the second year production. Hens that produce persistently infertile eggs, with low hatchability and producing chicks not true to type. Hens producing weak progeny and high mortality in the progeny.

(vii) *Breeding Cocks.*—Cocks having poor fertility, sluggish and low hatchability and producing weak progeny, deformed chicks and high mortality in the progeny.

(viii) *Other points for culling.*—Growing and adult birds suffering from or suspected for contageous or infectious diseases should be removed from the flock and isolated and disposed off appropriately. Periodical blood testing (for Avian Leucosis Complex) of the breeding stock should be undertaken and suspected cases for Avian Leucosis Complex should be culled.

(2) The culling of poultry from chick to adult stock should be a continuous process so that diseased or other unprofitable birds can be removed as soon as they are detected. Apart from frequent culling of obvious wastes (Avian Leucosis Complex) at least one thorough handling and culling of the entire flock should be practised each year in the late summer of early autumn. A poor quality flock may be culled as it goes into the laying house, again in December, once again the April, and then left until the birds start to moult.

(3) Birds in the various poultry units attached to the Livestock improvement Centres, Veterinary Institutions and Poultry Extension Centres and Poultry Grading Centres may be culled out by the Gazetted Officers in-charge of the above units and disposed off by those officers as per the procedure laid down in the said Rules. Culling should be done only under the authority of the Gazetted Officer-in-charge of Poultry Units, Institutions or Centres who should certify in each case that the bird had to be culled for a particular defect. The superior Officers of the Animal Husbandry Department like Deputy Directors of Animal Husbandry and the Director of Animal Husbandry should check up this item of work as far as possible.

(Memo. No. 162560/CII/60-2, dated 20th December 1960.)

(4) *Disposal of culled birds.*—Birds that are called out and fit for table purposes will be disposed off by sale at the arte of 50 Paise pers live pound body weight at all the Poultry Farm Centres and Units (including the Poultry Research Station, Teynampet, Madras) in this State on uniform basis. Birds unfit for human consumption will be destroyed and discarded.

(G.O. Ms. No. 3200, Food and Agriculture, dated 16th October 1957.)

(D. Dis. No. 3023/D3/57, dated 4th November 1957.)

92. *Cropping Schemes.*—Cropping Schemes are due to the Director of Animal Husbandry on 1st March every year. They should be prepared for the succeeding official year in the forms given in Appendices 29 (*a*) and 29 (*b*).

The schemes should be accompanied with an explanatory note indicating the purpose of each crop, the anticipated requirements of fodder for the year, the expected yield of the schemes and proposals to overcome deficiency or surplus, etc. The Note should be comprehensive covering all aspects including an abstract of requirements of seeds, manures, etc.

93. *Touring by Farm Staff.*—It is desirable that the staff of one station should visit other stations where similar work is being done in order to compare the work in both the places and to exchange views with officers stationed there. Proposals for such tours beyond the jurisdiction of the controlling officer should receive the previous approval of the Director of Animal Husbandry.

94. *Field Register.*—Field registers should be maintained at the farms on the following lines separately for Gardens and Pastures :—

The field register is intended to record in a convenient way, the history of each field on the farm showing the crops raised, the manurial treatments given, cultural practices adopted. the yields obtained, the total cost of production, permanent improvements effected, etc. The register is in short, an abbreviated cultivation sheet and is abstracted from the cultivation sheets. The officer who prepares must choose between putting in too much and thereby making the register cumbrous and difficult to use or making it too short thereby omitting important details. He must, therefore, exercise his judgment. A clear sketch map, of the field should be drawn on the first page and pages should be allotted for filling up entries for some years. The sketch map should also show the permanent demarcations, trees, etc. Alterations in the shape and size of the field should be recorded then and there. Gists of experiments undertaken in the field should also be recorded. It must always be remembered that the register is a permanent one and that it should, therefore be written on a good paper and kept neat and tidy so that it may be ready reference for years together.

95. *Cultivation sheet.*—A cultivation sheet must be maintained for every field or crop on the instructions given below. (This does not apply to exprimental crops raised on all farms, except in cases where profit and loss statement is necessary to arrive at the economics of the various treatment). The sheets for each year should be neatly bound.

The maintanance of "Cultivation sheets" for crops grown at the Government farms is an important part of the work of the station. They give an idea of the labour required for different operations, the yield of crop, the economics of cultivation and the suitability or otherwise of the different strains cultivated. In opening a cultivation sheet for any field, the first point to be decided is whether any charge has to be debited to the crop on account of previous improvements. This can be ascertained by refering to the "field register" and previous cultivation sheets. The proportionate cost of improvement to be charged will be settled by the Officer-in-charge with the concurrence of the Head of Office taking into account the nature of improvement. For instance, if a field has been reclaimed by levelling and putting up permanent bunds, the entire cost should not be debited to the crop grown immediately after improvement. It should be spread over 10, 15 or more years. In each case the portion of yearly apportionment, etc., should obtain the prior approval of Head of Office.

Bulk crop (non-experiment).—No map is necessary and the notes should be brief, but no salient point should be omitted.

Information on origin of seed strain, number, germination percentage, effect or rain, flood, drought, insect pests and fungus diseases should be clearly stated. Details of each operation performed from the preparatory cultivation to harvesting of the crop and cleaning of the field should be entered under the heading shown on the front page. The actual amount paid for manual labour should be taken into account. In the case of work-cattle the cost of maintenance will have to be calculated taking into account the value of manure realised. etc. The cost for the pair of bullock should be fixed annually. The value of produce is to be based on the prevailing local market rate. Irrigation charges for preliminary soaking of field to facilitate cultivation, should come under preparatory cultivation. The proportionate cost of plough share and or share point, other implements used for cultural operations. cost of mouth buckets, ropes, engines and motors used pumping should be worked out based on depreciation and entered.

For experimental crop, a map drawn according to scale showing the position of field, with reference to any permanent mark, should be prepared. Cultivation sheets ordinarily, need not be

maintained, but the figures regarding yield should, however, be noted for different treatments. This is necessary for posting stock book entries correctly. In experiments, where the profit and loss statement has to be calculated for different treatments, it is necessary to maintain cultivation sheets in detail as in vogue in the case of bulk crops. The observations made and recorded under "note" should be very elaborate and contain full details regarding each experiment. This is necessary because it is from these notes, one has to find out the reasons for the failure or success of different treatments. Observations should, therefore, be made critically at fixed intervals, e.g., once a week or so, on the progress of the crop under different treatments.

96. *Daily memorandum sheet.*—The daily memorandum sheet given as item No. 4 of Chapter VII, shows all the daily transactions of the farm and is the only record by which the Head of Office is kept informed of what is going on in the station under his control. This record is in a book form. Salient information like Rainfall, temperature and humidity, births and deaths, receipts and disposals of cattle and buffaloes should also be recorded.

97. *Central herd books.*—The extracts from the rules and regulations for central herd book of the Indian Council of Agricultural Research, relating to notifications of briths, transfers and deaths of registered animals are given in Appendix 26.

98. *Mazdoor savings fund.*—In order to encourage thrift and to promote the habit of saving money, Government have sanctioned the introduction of a savings fund among the regular Mazdoors employed in Livestock Farms. The details of the scheme are given in Appendix 12.

99. *Stock book of produce.*—All the field (grain straw, etc.) and garden produces (Vegetables, coconuts, fruits, fuel, etc.) obtained from the station must be brought into account in the "Garden Produce Register" in item 40 of Chapter VII. In the case of produce obtained from the station itself, the plot or field number should be entered in the column "How obtained and how disposed of". All produce to be stored should be brought to the register as soon as it is weighed after harvesting. The weight after drying, etc., should also be entered in due course.

Grains, etc., intended for sowing should be kept separate from those intended for other purposes and accounted for separately. It is especially important to see that each stain is kept separately and the number of the strain should be clearly marked on the bag. The Officer-in-charge should see that all grains, etc., liable to be damaged by weevils, fungus, damp, etc., are dried periodically and disinfected; and shortages, if any, due to dryage, wastage etc.,

should be noted in the book every time it is noticed under the dated initials of the Officer-in-charge. The yields entered in this register should agree with those in the cultivation sheets.

Grain stocks and other stores liable to deterioration should be verified at least once in six months covering the half-year ending with 30th June and 31st December, respectively. All stores should also be checked when transfer of the Officer-in-charge of Stores takes place. The half-yearly verification should be done by the Head of Office or any other responsible person deputed for this purpose by the Head of Office. When transfer of charge of the Officer-in-charge of Stores takes place, his reliver should do the verification. A full report of verification in the form given in Appendix No. 28 should be sent to the Head of Office on the 31st January and 31st July and also when there is a transfer of charge.

100. *Sanction to sell produce.*—The previous sanction of the Head of Office is necessary for selling farm produces, but the Head of Office may delegate his power of sale to the Officer-in-charge to such limit as he may prescribe. Stock of seeds and grains beyond normal requirements should be sold before the next harvest season. A separate register should be maintained showing the current selling price of each produce and the authority fixing the price *vide* paragraph 62—Fixing of selling prices).

101. *Sale of milk, birds and eggs.*—The sale of milk, birds and eggs, in the Livestock Farms are fixed by Government as and when necessary. Milk, butter and ghee are sold to the following staff at uniform concessional rates, i.e., per cent less than the price fixed for sale to the public.

Members of the staff employed at the Livestock Farms.

Staff of the Animal Husbandry Department who inspect the Livestock on duty or render service there.

Teaching staff and students of the stockmen course.

B.V.Sc., students of the Madras Veterinary College and the teaching staff who accompany them to the farm when they visit the farms, for practical training.

(G.O. Ms. No. 2370, Agriculture, dated 13th July 1954.)

(G.O. Ms. No. 1791, Agriculture, dated 14th July 1955.)

(D. Dis. No. 8181-DI/55.)

(G.O. Ms. No. 97, Agriculture, dated 11th January 1955.)

(G.O. Ms. No. 183, Food and Agriculture, dated 23rd January 1957.)

102. *Sale of seeds, produce, etc.*—No sales except of dairy produce and of perishable articles like vegetables, fruits, etc., shall be effected without payment in full at or before the time of delivery. Farm Mazdoors may be allowed credit to the extent of the wages

they have earned, and the amount due will be recovered when their wages are disbursed. The supply of dairy produces, vegetables, fruits, etc., on credit to the members of the staff at all stations whether resident on such stations or not is permitted. Sale to the public will be allowed only if the supply is in excess.

The following instructions should be followed for the maintenance of records in respect of credit sales of farm produce made to farm staff :—

(a) A credit sales register in the prescribed form furnished as item No. 17 of Chapter VII should be maintained by each Section Officer receiving and issuing farm produce. This should be posted daily.

(b) Abstract of daily receipts and disposals of produce should be furnished in the general or sectional day book as the case may be.

(c) A personal ledger in C.F. No. 7 should be maintained and the names of all credit customers should find a place in the ledger.

(d) Bills will be prepared for supplies made for each calender month and presented to members of the staff for payment by the 5th of the succeeding month. Payment must be made not later than the 20th of the succeeding month, failing which, further supplies should be stopped. When a subordinate Officer is transferred, the Officer-in-charge of the Station should prepare a bill for all claims against the transferred Officer and include the amount due, in the Officers' last pay certificate.

103. *Supplies made to other departments.*—(a) All supplies made to Departmental Units or institutions in the Department or other Departments in Madras State which are not run as Commercial concerns should be treated as free transfer. However a F.T. Bill in A.V. No. 9 should be issued in duplicate indicating the value and the Officer accepting the supply should return one copy of the bill duly acknowledged for accounting purposes (*Vide* Article 115 of Madras Financial Code, Volume I and paragraph 54 above).

(b) For supplies made to other units or departments of commercial nature, the procedure laid down in Article 115 of Madras Financial Code, Volume I, should be adopted for making necessary credit through Accountant-General, Madras.

104. *Dead stock.*—(1) All articles of dead stock received should be brought into account in the central stock registers maintained by the Store-keeper. The stores, exclusive of the produce of the station, ordinarily consist of :—

(1) Stores (cattle food, fertilizers, miscellaneous articles).

(2) Tools and plants and engine requisities.

(3) Agricultural implements and ordinary Farm Equipment.

(4) Office furniture.

(5) Rest house furniture and crockery.

(6) Buildings and permanent works.

(2) The Register for the Buildings should be in the Register prescribed under Buildings in paragraph 83 above and for other items, the Register should be in the form A.G.L. 45 The articles which may be issued and used up in the day-to-day operations are known as temporary dead stock (e.g.,) cattle food articles, oils, ropes, etc.

(3) Separate Registers may be maintained for different groups of temporary dead stock like cattle food articles, oils and dead stock of permanent nature like tools, plants, implements, furniture etc.

(4) All receipts should be entered immediately on receipt and should be attested by an Officer other than the one who maintains the stock. Full details regarding value, source of purchase etc., should be entered.

(5) All issues should be supported by the sanction order of the competent authority and if sold, the Bill No. and date should be quoted.

(6) All articles received in the section by transfer should duly be accounted fo rin the concerned Register of the section. The relative sanction order in both the sections should contain a reference to page No. of the Stock Books of the issuing and receivng sections under the initials of the respective Officers.

(7) Each permanent dead stock should be valued as on 31st March every year by the Controlling Officer and the revised value should be noted in the concerned Registers.

105. *Animal Keeping by Farm Staff.*—Any staff or a person residing or camping within the farm premises is forbidden to maintain any kind of livestock or poultry within the farm premises. This is in order to ensure effective control and management of Government labour, feed, etc. Although no guarantee of supply is given to any staff or person living within the farm limits, preference will be given to them in the sales of farm produce such as milk, table eggs, vegetables, etc., at the fixed rates.

106. *Rainfall.*—Each station will have a rain guage installed. The rainfall collected in the rain guage must be measured at 8 a.m. daily and recorded in the register C.F. No. 362. This should also be entered in other records like Day Book and Daily Memorandum Sheet. The rainfall data should be presented in the annual reports

in the form prescribed in Appendix 13. The following instructions are issued for recording rainfall and the number of rainy days :—

(i) Every measurable quantity of rainfall should be recorded under daily rainfall and should form part of the totals.

(ii) A "Rainy Day" is one in which there is a fall of 10 cents or more.

(iii) Previous records of rainfall should not be **altered.**

(iv) In conformity with the procedure followed in the Indian Meteorological Department ten-year average should be recorded in the Station reports.

(v) Cloudy day with drizzling is to be recorded also.

107. *Rest Houses.*—The control of Guest Houses at the Live-stock Stations is governed by the rules given in Appendix 14.

108. *Visitors to Stations.*—Every possible encouragement should be given to ryots visiting stations with a view to acquainting them-selves with such improvements as will profit them in their own managements. The Officer in-charge should, as far as possible, himself, explain matters to them. He should also train his assis-tants to do this during his absence. It is the duty of all officers of the department to cultivate friendly relations with all ryots.

109. *Visitors Book.*—Visitors Book should be maintained at all stations. Copies of the suggestions and criticisms recorded in the Visitors Book should be submitted promptly to the Director of Animal Husbandry, Madras for taking suitable action wherever necessary. The Director of Animal Husbandry will take appro-priate action and also submit proposals to Government, where necessary.

(D. Dis. No. 8131-D1/55.)

110. *Maintenance of show rooms.*—Every farm should have a fully equipped show room with instructive exhibits.

111. *Sale of usufructs of trees standing at the Livestock Farms.*—The sale of usufructs of trees, such as Mangoes, Tama-rind, etc., should be auctioned. A form of lease agreement to be entered with the lessee is given in Appendix 15.

112. *Procedure for receipt of articles of Cattle food at the stores.*—In taking delivery of cattle food supplies, the following procedure should be followed :—

(1) Every supplier should be instructed to intimate in advance the date on which he proposes to supply the stores, if no date of supply has been specified in the supply order.

(2) The stock should be received by the store-keeper in the presence of another Executive Officer who should examine the quality also with the weighment.

(3) The unit weights should be recorded in a weighment register.

(4) The total quantity received should be recorded both in figures and words under the signature of the store-keeper and the Executive Officer concerned in the Weighment Register.

(5) The Executive Officer should also record the certificate regarding quality in the Weighment Register.

(6) The supplier should present to the store-keeper supply invoice in duplicate.

(7) The store-keeper should certify the quantity received and the quality in both the invoices, return the original to the supplier and the duplicate to the Controlling Officer with the stock entries duly made in the concerned registers, along with the stock book, quoting page number, etc., in the prescribed manner and also the Weighment Register.

(8) The Bill of the supplier should be accompanied with the original supply invoice certificate by the store-keeper.

(9) The Accountant while passing the bill should satisfy that the stock entries have been verified and attested and that sanction of the competent authority exists for admitting the claim.

(D.Dis. No. 4387-IV-1/54).

113. *Management of Pasture land.*—The following are the general principles of pasture management :—

(1) The pasture land should be properly fenced by barbed wire or live fence such as hedge plants or both in order to prevent trespassing by animals and men.

(2) The grazing should be controlled by rotation depending on the growth of grass and the number of animals to be grazed, etc. Proper records should be maintained for each food stock showing the date of opening for grazing, number of animals allowed, the date of closing for each rotation in a year.

(3) Over crowding and over grazing should be avoided.

(4) Bunding, either contour bunding or gutta bunding, to prevent erosion and to retain moisture in the soil should be done and periodically repaired.

(5) Liming and manuring of the pasture land should be done systematically as per the requirements of the soil, etc.

(6) After grazing in a paddock has been completed a light inter-cultivating implement like chain harrow should be passed to break clumps of dung and incorporate the same with the soil. Failure to adopt this procedure will lead to white ant multiplication.

(7) Ant hills should be dug out, the queen ant removed and some insecticide such as DDT or Gammexene may be used.

(8) The burrows should be closed and the pebbles and stones should be removed periodically.

(9) Bare patches should be picked and broken up, manured and fresh seeds sown on them.

(10) Weeding should be done regularly before the weeds start forming flowers and seeds.

(11) Passing grubbers after the rains helps stirring up the soil, aerating the roots, promoting retention of moisture and breaking up of tuft growths.

(12) Chain harrowing the land helps to spread the manure evenly.

(13) Drinking water facilities for the grazing animals in the form of water ponds or water troughs are desirable.

(14) The water ponds should be kept free from snails and weeds as far as possible.

(15) Shade trees and fodder trees on the avenue should be grown and all trees should be numbered.

(16) Scrapping of white ants on trees should be done periodically.

(17) Cutting across the Paddocks should strictly be prohibited.

(18) Adequate Fire Protection measures are essential during summer months.

(19) A Tree Register and a Field Register should be maintained giving full particulars.

(20) Paddocks intended for Hay making should be closed for grazing during the growing season.

CHAPTER IV—PUBLICITY AND PROPAGANDA

114. *Publications and Pamphlets on important subjects on Livestock and Poultry.*—The following are the list of leaflets and pamphlets which are available to the public free of cost :—

Leaflet number.

1. Some Common Ailments of Cattle (T).
2. Some Common Ailments of Cattle Continued (T).
3. Some Common Ailments of Cattle Continued (T).
4. Rinderpest (T).
5. Haemorrahagic Septicaemia (T).
6. Anthrax (T).

7. Black-quarter (T).

8. Foot and mouth disease (T).

9. Surra (T).

10. Castration (T).

11. Nasal Granuloma in Cattle (T).

12. Bovine Lymphangitis (T).

13. Contagious diseases of poultry and their treatment (T).

14. Non-contagious diseases of poultry and their treatment (T).

15. Common affections of poultry and their treatment (T).

16. Chronic Partial Luxation of Patella Bovines (T).

17. Feeding of cattle on Paddy Bran (T).

18. Some Common Ailments of suckling calves (T).

19. The Files that cause damage to Livestock (T).

20. Conditions to be fulfilled for the Grant of Premium for bulls maintained by private bodies (T).

21. Importance of milk as an article of feed and the diseases communicable through milk (T).

22. Veterinary Hygiene in the control of disease in animals (T).

23. Tick fever in animals (T).

24. The most practical methods of control of external parasites (T).

25. Note on ensilage (T).

26. Some advantages of poultry keeping (T).

27. இயற்கை முறையில் அடைகாத்தல்-

28. Breeding and Rearing of chicks (T).

29. Housing of Poultry (T).

30. Rations for milch cows, dry cows, calves, etc. (T).

31. Cattle Breeding (T).

32. Breeding Bulls and their management (T).

33. Branding of cattle and faulty flaying of hides (T).

34. Broad Hints for Everyday Use (T).

35. Dedication of breeding bulls on Ongole Breed (T).

36. Breeding and Rearing of Cattle and Buffaloes (T).

37. Contagious Pleuro-Pneumonia in Goats (T).

38. Sale of Breeding Bulls from Livestock Research Station (T).

39. Veterianarian's A.B.C. to the Agriculturist.

40. Chronic Rhematic Arthritis or Endemic Fluorosis in Cattle (T).

41. Dipping and drenching of sheep in the control if disease caused by internal and external parasites (T).

42. What to do when fodder is source (T).

43. Clean Milk Production.

44. Ranikhet disease of poultry and its control by vaccination.

45. A description of the Common methods of Mal Treatment of Malacious injuries inflicted on animals in the Madras State.

46. Fatal enteritis in sheep and goats due to immature amphistomes.

47. Artificial insemination.

48. Deterioration of cattle in the paddy growing areas.

49. கால்நடை வளர்ப்பு.

50. கால்நடை தீவனத்தில் பசும்புற்களின் அவசியம்.

51. ஆட்டுக்கிடாக்களைத் தக்கமுறையில் வைத்திருப்பதற்கு கவனிக்க வேண்டிய சில விதிகள்.

52. நல்ல கிடாக்களைத் தேர்ந்தெடுத்தல்.

53. ஆடு வளர்த்தல்—மந்தைக்கு ஒரு கிடா.

54. உயர்ந்த ஆட்டுக்கிடாவின் தேக அமைப்பு.

55. Care of young calves (T).

56. கேந்திர கிராமத்திட்டம்.

57. Calf rearing (T).

58. கன்றின் சுகாதாரம்.

59. Balanced diet for cattle.

60. பசு நம் நாட்டின் செல்வம்.

61. மடிநோய் அல்லது மடிவீக்கம்.

NOTE.—(T) Avaliable in Tamil also.

115. *More Milk Day Celebrations.*—With a view to rousing the general consciousness of the people in general and particularly those in the rural areas to the important if milk production and consumption as an item in the daily diet, the Government ordered the celebration of the "MORE MILK DAY" on the Tamil New Year's Day, every year. This celebration was successful and proved to be popular and useful. In order to increase the milk production in the State, the Government have formulated a number of schemes under the Second and Third Five-Year Plans for improving the yield of milch cattle in the State and for increasing the production of milk in general. It is however obvious that expected results could only be achieved through the enthusiastic response from the general public, for which there should be due publicity and propaganda.

The programme of celebration is on the lines mentioned below :—

(i) Holding of processions and public meetings by the local milkmen, mebers of Milk Supply Union, Social Service Organisations, M.L.As., M.Ps., etc.

(ii) Holding of Dairy Exhibition with the active co-operation of the persons indicated in item (i);

(iii) Entertainments;

(iv) Holding of cattle shows and calf rallies;

(v) Distribution of leaflets, publication of special feature articles in the news papers by the Co-operative and Animal Husbandry Departments and giving wide publicity on the value of milk;

(vi) Holding of milk yielding competitions; and

(vii) Distribution of milk to school children, expectant mothers, poor people, etc., with the active support of philanthrophic institutions, educational and charitable institutions, etc.

In addition, the Executive Officers and Trustees of Devasthanams will also be asked to appeal to the devotees, to contribute milk liberally for Neivethiam and distribution to children. Heads of other religious denominations will also be approached to make similar distribution. The Livestock Research Stations and Agricultural Research Stations should also make available their surplus milk, free of cost, for consumption by children living around the stations.

(G.O. Ms. No. 1445, Food and Agriculture, dated 7th April 1962.)

116. *Gosamvardhana Day Celebrations.*—Usually the celebrations of the week fall during October and November each year. The celebrations are conducted in Madras in all districts.

The programme of celebrations is on the lines mentioned below and the following items are exhibited in the manner described below :—

Programme for the celebrations.

(1) Selection of Goshalas for Cattle Development, issue of approved bulls, rearing and subsidising selected calves for future breeding bulls, mass castration of scrub bulls on a campaign scale, prophylactic inoculations of cattle, segregation of unproductive cattle to Gosadans, etc.

(2) Popularising improved practice of cattle breeding, feeding and management of cattle, prevention of disease, clean milk production, cultivation of fodder crops, preservation of fodders, silage-making, development of grass lands, etc.

(3) Encouraging breeding and rearing of better by holding cattle shows, calf rallies, milk competitions, running and pulling power rate of cattle.

(4) Holding Gosamvardhana Sammelans, exhibition of improved animal husbandry practices, dairy equipments, economic utilisation of feeds and fodders, etc.

(5) Propaganda for practising and adopting improved methods through popular articles, radio talks, display of cinema slides, documentary films on cattle development, broadcast speeches by important officials and non-official carrying processions of outstanding prize winning animals with slogans on importance of mother cow.

(6) Free distribution of cows' milk to school children and distribution of fodder seeds, cuttings, etc.

(G.O. Ms. No. 3011, Food and Agriculture, dated 22nd August 1961.)

The following items can be exhibited in the manner defined below :—

(*a*) Model silo pits in two stages :—

(1) Stage of filing.
(2) Stage of using (half opened).

(b) Model cow sheds and calf pens— Salvaging of urine, dung and other waste materials.

(*c*) Compositing of farm yard manure.

(d) Cattle Feeds :—

(1) Colostrum.
(2) Food for first three months of age.
(3) Milk substitutes for aged calves.
(4) Feed for milch cows.
(5) Feed for dry cows.
(6) Feed for work bullocks.
(7) Feed for breeding bulls.

(*e*) Hay—Sun dried and their value; shade dried and their value.

(*f*) Green fodder grass :—

Various species of green grasses with their Nutritive food value to cattle.

(D. Dis. No. 9630-D-2/55.)

CHAPTER V—MISCELLANEOUS.

117. *Fire precautions for pasture land.*—(i) Sign posts of " Smoking Prohibited " should be put up at important points in the pasture land so that the persons approaching the pasture area will avoid smoking.

(ii) All round the hay stacks the grass should be removed by shearing to an extent of about 50 feet depending on the size of the stack and spread with sand. The idea is prevent the spread of ground fire to the hay stacks.

(iii) Heaps of sand at least a few cart-loads on each of 4 corners of the stack should readily be available.

(iv) Fire drills should be conducted before the summer season to demonstrate fire fighting in emergencies.

118. *Committees.*—The State Livestock Improvement Board which was first constituted in 1940 and reconstituted from time to time, now consists of the following official members :—

Officials.

1. Secretary to Government, Food and Agriculture Department.
2. The Director of Animal Husbandry.
3. The Director of Agriculture.
4. The Registrar of Co-operative Societies.
5. The Deputy Director of Animal Husbandry (Livestock).
6. The Additional Development Commissioner, Madras.
7. The Milk Commissioner, Madras.

The Minister for Agriculture will be the Chairman of the Board. There will be some non-official members also. The function of the Board is mainly intended to advice the Government on Animal Husbandry matters and schemes relating to Livestock Improvement and allied questions.

The Director of Animal Husbandry who is the Secretary of the Livestock Improvement Board will be the Controlling Officer for the purpose of countersigning the Travelling Allowance bills of non-official members of the Board including the members of the Legislature serving on the Board.

(G.O. R. No. 466, Agriculture, dated 17th April 1956.)

(R. Dis. No. 8488-4/56.)

(G.O. Ms. No. 2630, Food and Agriculture, dated 9th August 1962.)

(G.O. Ms. No. 3384, Food and Agriculture, dated 14th November 1963.)

The appointment of members, rules, etc., for this Committee are approved by Government from time to time.

119. *The Forage Resources Board.*—On the recommendation of the Animal Husbandry wing of the Board of Agriculture and Animal Husbandry in India, in July 1961, the Government converted the Fodder and Grazing Committee into the Forage Resources Board with the following members :—

(1) Commissioner for Land Revenue, Madras—*Chairman.*

Members.

(2) The Additional Secretary to Government, Rural Development and Local Administration Department.

(3) The Director of Animal Husbandry—*Member (Ex-officio Secretary).*

(4) The Chief Conservator of Forests, Madras.

(5) The Director of Agriculture, Madras.

(6) The Chief Engineer (Irrigation), Madras.

(7) The Joint Director of Agriculture (Engineering), Madras.

(8) The Deputy Director of Animal Husbandry (Livestock), Madras.

(9) The Fodder Development Officer, Animal Husbandry Department.

(10) The Associate Professor of Botany, Agricultural College, Coimbatore.

• There are some non-official members also in the Board who are appointed for a specified period. The functions of the Board are as indicated below :—

(1) To watch the progress of the feed and fodder Development Schemes.

(2) To consider verious measures that may be adopted for fuller utilisation of the available fodder and feed resources, forest grazing and their improvements.

(3) To suggest measures that may be taken to increase feed and fodder resources through better land utilization, use of better varieties of crops, fertilisers, irrigation facilities, etc.,

(4) To suggest methods for the conservation of grasses available in the interior forest areas and their utilisation during deficit periods.

(5) To consider the question of village grazing areas, their improvement and control.

(6) To consider the cropping practices in different regions in the State and to suggest suitable cropping rotations providing for some fodder leguminous and non-leguminous with a view to improving the fertility of soil and also increased milk production in the areas.

(7) To meet at least twice a year to review the programme of work for the main cropping seasons in the State.

(8) To intergrate fodder production in the general Agricultural pattern by fixing proper for age grain rotation by allocation atleast 10 per cent of the total cultivated areas for fodder production.

(9) Any other relevant matter that may be referred to it by the State Government.

120. *Key Village Livestock Improvement Association.*—The Bye-laws of the Key Village Livestock Improvement Association are given in Appendix 18.

121. *The State Farmers' Forum.*—The name of this organisation shall be the "Farmers' Forum". The Tamil name for this organisation shall be "Vivasayhigal Manram" Tamil Nad.

Objects.

The object of the Forum shall be :—

(1) To study the problems affecting the Agricultural Producers in Madras State.

(2) To promote, advance and protect the social economic and cultural interests of the Agricultural Producers, Farm women and youth in this State.

(3) To assist in formulating and promoting State and National Agricultural policies and to collaborate and co-operative with similar organisations of Agricultural producers within and outside the state for furtherance of the said objective.

(4) To take such steps for the fulfilment of the above objects as may be necessary from time to time in particular—collection and expenditure of funds, undertaking publicity and publication of all kinds; holding meetings, conferences and seminars; sending representatives, delegations, deputations, etc.

Non-Political Status.—The Forum shall be a non-political non-sectarian association of the Agricultural producers and all those who are interested in the promotion of their welfare.

Members.

There shall be four classes of members as shown below :—

(1) Ordinary Members.

(2) Associate Members.

(3) Honorary Members.

(4) Patron Members.

All Officers of the Government connected with the Agriculture, Animal Husbandry, Co-operative, Community Development and Information and Publicity Departments who are interested in the promotion of the welfare of rural India, shall be enrolled as Associate Members of the Forum on payment of an annual subscription. Associate Members shall have the rights and privileges like any other members excepting the right to vote.

Executive Committee.—The Executive Committee of the Forum, consisting of 20 members, shall be nominated by the

Ex-officio President who is the Minister-in-charge of the Agricultural Portfolio of the Madras Government. The Director of Agriculture, the Director of Animal Husbandry, the Registrar of Co-operative Societies and the Additional Development Commissioner shall be the Ex-officio Members of the Committee.

In addition to the Farmers' Forum at Madras, Village, Taluk and District Forums and also Farmers' Council are formed for the above purpose.

Any addition or change in the Constitution could be effected by the Executive Committee as and when it considers it necessary in the interest of the work of the Forum.

(G.O. Ms. No. 3994, Food and Agriculture, dated 31st December 1957.)

122. *The Village Livestock Improvement Scheme.*—The details of this scheme are given in Appendix 17.

123. *The Madras Land Board.*—The Madras Land Boards has been constituted under section 24 of the Madras Land Reforms (Fixation of Ceiling of Land) Act, 1961. It consists of—

(*a*) One judicial officer who is, or is qualified for appointment as, or a person who has been, a Judge of a High Court, nominated by the Government; he is also the Chairman of the Board;

(*b*) the Land Commissioner, ex-officio;

(*c*) the Director of Animal Husbandry, Ex-officio;

(*d*) two members nominated by the Government.

The term of Office of the members nominated by the Government shall be three years or such shorter period as the Government may fix and such member shall be eligible for re-nomination.

The functions of the Land Board are the following :—

(1) To grant or refuse permission to any person desiring to hold of acquire land in excess of the ceiling area for dairy farming or for livestock breeding, taking into consideration the following matters :—

(*a*) the interest to be served by the development of dairy farming or livestock breeding ;

(*b*) the status and previous experience, if any, of the person concerned;

(*c*) the suitability of the land to be used for dairy farming or livestock breeding;

(*d*) the number of heads of cattle, if any owned by the person concerned their breed and special features;

(*e*) the land already owned by the applicant for the purpose of cultivation;

(f) the extent of land held by the person in which fodder crops are being raised and the estimated quantity of production of such crops for one year;

(g) the total extent of land held by the person exclusively for the grazing of cattle;

(h) the land required for the construction of cattle yards and for other ancillary purposes of dairy farming or livestock breeding; and

(i) in the case of dairy farming, the marketing fascilities available for the disposal of milk and its products.

(2) To grant or refuse permission to any person desiring to hold or acquire in excess of the ceiling limit land contiguous to or interspersed among a plantation in an area other than a hill area, for extension or for ancillary purposes of the plantation, taking into consideration the following matters—

(a) area under plantation and area required for ancillary purposes of the plantation;

(b) programme for extension of the plantation;

(c) lands necessary for factories, labour quarters, playgrounds, hospitals, schools and other ancillary buildings; and

(d) the suitability of the land proposed to be acquired for the extension or ancillary purposes of the plantation.

(3) To decide whether grazing land, which a person is entitled to hold in excess of the ceiling area under section 74 of the Act, has become fit for cultivation as a result of any irrigation project constructed at the cost of the Government, so that such land may be taken into account for calculating the ceiling area of the person concerned under section 75 of the Act.

124. *Honorary visitors.*—The members of the State Live stock Improvement Board are appointed as the honorary visitors of the Livestock Farms.

The members will visit their respective farms at least once in three months and record their minutes and suggestions in the Visitors' Book maintained in the farm. The Superintendent of the farm will submit a copy of those minutes and suggestions to the Director of Animal Husbandry with his remarks. The Director of Animal Husbandry in turn will submit them to Government, with his remarks on the action taken or proposed to be taken by him on the suggestions within a month after the date of visit of the Honorary Visitors.

(G.O. Ms. No. 2956, Agriculture, dated 28th September 1954.)

(D. Dis. No. 1031-F/55.)

The non-official Honorary Visitors will be present and help the Superintendent of the Farms by giving their suggestions at the time of culling of Animals.

(G.O. Ms. No. 62, Agriculture, dated 7th January 1955.)
(D. Dis. No. 24.)

125. *Training*—(i) *Artificial Insemination.*—Outsiders who are trained in Artificial Insemination work by the Special Officer for Artificial Insemination, Madras should pay a fee of Rs. 25 per mensem or fraction of a month.

(G.O. No. 1285, Agriculture. dated 10th April 1954.)
(D. Dis. No. 998-II/1954.)

(ii) *Poultry Husbandry.*—The Director of Animal Husbandry is empowered to sanction the training of private candidates in Poultry and Live-stock work in the Live stock Research Station, Hosur, the Poultry Research Station, Teynampet and in the other farms on payment of tuition fees. The sanction of Government in regard to rate of tuition fees to be levied in such cases should, however, be obtained.

(G.O. No. 330, Development, dated 24th January 1950.)
(D. Dis. No. 303-III/49.)

(iii) *Silage making.*—Government have permitted the Director of Animal Husbandry to give training free of cost in silage making for a period of two months at the Livestock Research Station, Hosur to those who are desirous of having the training.

(G.O. Ms. No. 361, Agriculture, dated 15th December 1953).
(D. Dis. No. 6857-IV/53.)

126. *Goshala Development Schme.*—The object of the scheme and the agreement to be executed under the scheme are given in Appendix 19.

127. *Piggery Development.*—Under the scheme for development of piggery, the Government have sanctioned the establishment of Piggery Units and Piggery Development blocks in the State. The scheme contemplates the distribution of boars in the blocks at subsidised rate to breeders for upgrading the local piggery and also payment of subsidy for maintenance of the boars. The draft agreement to be executed by the custodians who are entrusted with the breeding boars under the Piggery Development Scheme and the rules, terms and conditions governing the distribution of bears to bona fide breeders in Piggery Development block at a subsidised rate and with monthly subsidy for maintenance of boards, are given in Appendix 30.

128. *Agreement to be executed by the farmers for the establishment of 10-acres pasture demonstration plots in private lands under the scheme for the development of feeds and fodder resources.*—The draft form of the above agreement is given in Appendix 32.

CHAPTER VI—APPENDICES.

APPENDIX 1.

[*Vide* paragraph 2 (*b*).]

List of departmental farms.

(1) Livestock Research Station, Hosur Cattle Farm, Salem district.
(2) District Livestock Farm, Pudukkottai, Tiruchirappalli district.
(3) District Livestock Farm, Orthanad, Thanjavur district.
(4) Ramanathapuram District Livestock Farm, Chettinad.
(5) Government Dairy Farm, Ootacamund, The Nilgiris district.
(6) Sheep Breeding Research Station, Chinnasalem.
(7) Sheep Breeding Research Station, Ootacamund, Nilgiris district.
(8) Sheep Farm, Kattupakkam, Chingleput district.
(9) The Salvage Farm for Dry Cows, Alamadhi, Chingleput district.

APPENDIX 2.

[*Vide* paragraph 2 (*b*).]

LIST OF SHEEP UNITS.

(i) *Sheep Demonstration Units.*

Serial number and of the Unit. (1)	*District in which located.* (2)	*Jurisdiction of the centre.* (3)
1 Kanchipuram	Chingleput	Chingleput district. North Arcot district.
2 Cuddalore	South Arcot	South Arcot district.
3 Tiruchirappalli	Tiruchirappalli	Tiruchirappalli district.
4 Salem	Salem	Salem district.
5 Coimbatore	Coimbatore	Coimbatore district. Nilgiris district.
6 Virudhunagar	Ramanathapuram	Ramanathapuram district. Tirunelveli district. Kanyakumari district.
7 Madurai	Madurai	Madurai district.

(ii) *Sheep and Wool Extension Centres.*

Serial number and location of the Centre. (1)	*Name of the supervisory unit.* (2)	*District in which located.* (3)
1 Ammayagaram I	Chinnasalem	South Arcot
2 Ammayagaram II	Do.	Do.
3 Thondapadi I	Do.	Tiruchirappalli.
4 Thondapadi II	Do.	Do.
5 Murugur	Do.	Do.
6 Sulur I	Do.	Coimbatore.
7 Sulur II	Do.	Do.
8 Veeraganur	Tharamangalam	Salem
9 Mecheri	Do.	Do.
10 Omalur	Do.	Do.
11 Danishpet	Do.	Do.
12 Nangavalli	Do.	Do.
13 Ayyampudur	Do.	Do.
14 Sikkampatti	Do.	Do.
15 Periasoragai	Do.	Do.
16 Chinnakonur	Do.	Do.
17 Kurubarappalli	Mathigiri	Do.
18 Kammandodi	Do.	Do.
19 Ullugurkai	Do.	Do.
20 Thalli	Do.	Do.
21 Avalappalli	Do.	Do.
22 Kundumaranapalli	Do.	Do.
23 Radhapuram	Tiruvannamalai	North Arcot.
24 Thanipadi	Do.	Do.
25 Sathanur	Do.	"

APPENDIX 3.

[*Vide* paragraph 2 (*b*).]

POULTRY FARMS.

1 Poultry Research Station, Teynampet, Madras.
2 Poultry section, Livestock Research Station, Hosur Cattle Farm.

LIST OF POULTRY EXTENSION CENTRES.

Location of centre. (1)	*Name of the Controlling Officer.* (2)
Madras district.	
1 Mylapore	District Veterinary Officer, Madras.
Chingleput district.	
1 Chingleput	District Veterinary Officer, Chingleput.
2 Polivakkam	Do.
3 Sheep Farm, Kattupakkam	Sheep and Goat Development Officer, Madras.
4 Salvage Farm, Alamadhi	Superintendent, Salvage Farm, Alamadhi.
South Arcot district.	
1 Bhuvanagiri	District Veterinary Officer, Cuddalore.
2 Thirunavallur	
3 Sheep Breeding Research Station, Chinnasalem.	Superintendent, Sheep Breeding Research Station, Chinnasalem.
Thanjavur district.	
1 Kothangudi	District Veterinary Officer, Thanjavur.
2 Pattukkottai	Do.
3 Aduthurai	Do.
4 Alathambadi	District Veterinary Officer, Nagapattinam.
5 District Livestock Farm, Orathanad	Superintendent, District Livestock Farm, Orathanad.
Tiruchirappalli district.	
1 Kottappattu	District Veterinary Officer, Tiruchirappalli.
2 Veppanthattai	District Veterinary Officer, Ariyalur.
3 District Livetsock Farm, Pudukkottai.	Superintendent, District Livestock Farm, Pudukottai.
4 Thiruvarangulam	Do.
Madurai district.	
1. T Kallupatti	District Veterinary Officer, Madurai.
2 Vaigai Dam	Do.
3 Karuthapuliampatti	Do.
4 Gandhigram	District Veterinary Officer, Dindigul.
5 Kodaikanal	Do.

Ramanathapuram district.

1 Anuppankulam	District Veterinary Officer, Ramanathapuram at Madurai.
2 Perayur	
3 Amaravathipudur	
4 Rosalpatti	
5 Ramanathapuram district Livestock Farm, Chettinad.	Superintendent, Ramanathapuram district, Livestock Farm, Chettinad.

Tirunelveli district.

1 Mukkuperi	District Veterinary Officer, Tirunelveli.
2 Kondanagaram	
3 Manimuthar Dam	
4 Koilpatti	

Kanyakumari district.

1 Kottaram	District Veterinary Officer, Nagercoil.
2 Radhapuram	

Coimbatore district.

1 Chengathurai	District Veterinary Officer, Coimbatore.
2 Vettaikaranpudur	
3 Palayakottai	
4 Chengapalli	District Veterinary Officer, Erode.
5 Bhavanisagar	
6 Perundurai	

The Nilgiris district.

1 Pudumund	District Veterinary Officer, Ootacamund.
2 Sheep Farm, Ootacamund	Sheep Breeding Officer, Ootacamund.

Salem district.

1 Kootapalli	District Veterinary Officer, Salem.
2 Gazzalanaickanpatti	
3 Krishnagiri	District Veterinary Officer, Krishnagiri.

North Arcot district.

1 Thurinjapuram	District Veterinary Officer, Vellore.
2 Pappanthangal	
3 S. V. Nagaram	
4 Institute of Veterinary Preventive Medicine, Ranipet.	Superintendent, Institute of Veterinary Preventive Medicine, Ranipet.

APPENDIX 4.

[*Vide* paragraph 2 (*b*).]

List of poultry demonstration units in Veterinary Institutions.

1 Poultry Unit, Madras Veterinary College, Madras.
2 ,, Ranipet, North Arcot district.
3 ,, Tiruvannamalai, North Arcot district.
4 ,, Institute of Veterinary Preventive Medicine, Ranipet, North Arcot district.
5 ,, Cuddalore, South Arcot.
6 ,, Kallakurichi, South Arcot.
7 ,, Panruti, South Arcot.
8 ,, Kancheepuram, Chingleput district.
9 ,, Tirukalikundram, Chingleput district.
10 ,, Pollachi, Coimbatore district.
11 ,, Tiruppur, Coimbatore district.
12 ,, Dharapuram, Coimbatore district.
13 ,, Erode, Coimbatore district.
14 ,, Malayampalayam, Coimbatore district.
15 ,, Kavundapadi, Coimbatore district.
16 ,, Ootacamund, Nilgiris district.
17 ,, Gudalur, Nilgiris district.
18 ,, Coonoor, Nilgiris district.
19 ,, Salem, Salem district.
20 ,, Athoor, Salem district.
21 ,, Mallur, Salem district.
22 ,, Pudukottai, Tiruchirappalli district.
23 ,, Kaliyampoondi, Madurai district.
24 ,, Periakulam, Madurai district.
25 ,, Vallalore, Madurai district.
26 ,, Varichur, Madurai district.
27 ,, Kodaikanal, Madurai district.
28 ,, Chatrapatti, Madurai district.
29 ,, Pallapatti, Madurai district.
30 ,, Thirumalrayapuram, Madurai district.
31 ,, Alanganallur, Madurai district.
32 ,, Ambathurai, Madurai district.
33 ,, Dharmathupatti, Madurai district.
34 ,, Tallakulam, Madurai district.
35 ,, Mayuram, Thanjavur district.
36 ,, Nagapattinam, Thanjavur district.
37 ,, Tirunelveli, Tirunelveli district.
38 ,, Cheranmahadevi, Tirinelveli district.
39 ,, Nagercoil Kanyakumari district.
40 ,, Kottaram, Kanyakumari district.

APPENDIX 5.

[*Vide* paragraph 2 (*b*).]

LIST OF ARTIFICIAL INSEMINATION CENTRES.

(*a*) *In Veterinary Institutions.*

1 Madras.
2 Chingleput.
3 Vellore.
4 Ranipet.
5 Cuddalore.
6 Kallakurichi.
7 Thanjavur.
8 Tiruvarur.
9 Coimbatore.
10 Erode.
11 Pollachi.
12 Tiruppur.
13 Udumalpet.
14 Tiruchirappalli.
15 Karur.
16 Madurai.
17 Periakulam.
18 Bodinaickenur.
19 Dindigul.
20 Virudhunagar.
21 Sivaganga.
22 Tirunelveli.
23 Tuticorin.
24 Nagercoil.
25 Salem.

(*b*) *In Community Development Areas.*

26 Tirukalikundram.
27 Mallavadi.
28 Pinnalur.
29 Panruti.
30 Kumbakonam.
31 Mayuram.
32 Thammampatti.
33 Krishnagiri.
34 Kolathur.
35 Malayampalayam.
36 Bangalawpudur.
37 Kavandapady.
38 Vadipatti.
39 Alanganallur.
40 Cheranmahadevi.

APPENDIX 6.

[*Vide* paragraph 2 (*b*).]

(*a*) *List of Key Villages (Artificial Insemination Centres).*

1 Kangayam.
2 Vellakoil.
3 Pongalur.
4 Chennimalai.
5 Uthukuli.
6 Sivagiri.
7 Muthur.
8 Perundurai.
9 Thoppampatti.
10 Neikarapatti.
11 Malayandipatinam.
12 Ayakudi.
13 Valavadi.
14 Madathukulam.
15 Vadasithur.
16 Mulanur.
17 Sankarandampalayam.
18 Chikkanapuram.
19 Pettaikalipalayam.
20 Vadugapatti.
21 Thennilai.
22 Chinnadharapuram.
23 Sultanpet.
24 Sulur.
25 Idayakottai.
26 Kallimandayam.
27 Aravakurichi.
28 Vedasandur.
29 Guziliamparai.
30 Palakkanuthu.
31 Kannivadai.
32 Thadicombu.
33 Chidambaram.
34 Kanchipuram.
35 Poonamallee.
36 Ikkadu.
37 Uthiramerur.
38 Tiruttani.
39 Hosur Cattle Farm.
40 Denkanikottah.
41 Rayakottah.
42 Thally.
43 Palacode.
44 Pudukottai.
45 Ponnamaravathy.
46 Chettinad.
47 Tirupathur.
48 Melur.
49 Manapparai.
50 Madhavaram.
51 Tambaram.
52 Kottaram.
53 Kuzhithurai.
54 Sankarankoil.
55 Nannilam.

(b) *List of Key Villages (Extension Centres.*

1 Maduranthakam.
2 Sunkuwarchatram.
3 Salavakkam.
4 Acharapakkam.
5 Chunnampet.
6 Polur.
7 Kaveripakkam.
8 Nemili.
9 Munnal.
10 Sholinger.
11 Kalambur.
12 Valavanur.
13 Vikravandi.
14 Mailam.
15 Tindivanam.
16 Bagalur.
17 Nachikuppam.
18 Shulagiri.
19 Ramapuram.
20 Namakkal.
21 Tiruchengode.
22 Paramathy.
23 Kandampalayam.
24 Chellappampatty.
25 Elachipalayam.
26 Puduchatram.
27 Valparai.
28 Karur.
29 Alangudy.
30 Vellianai.
31 Mayanur.
32 Malayur.
33 Panjapatty
34. Ariyalur.
35 Kilapalur.
36 Thirumalavadi.
37 Uthamapalayam.
38 Thirumangalam.
39 Kombai.
40 Cumbum.
41 Narasingapuram.
42 Seepalakottai.
43 Kallandiri.
44 Veerapandy.
45 Vilampatty.
46 Sanarpatty.
47 Siluvathur.
48 Sivakasi.
49 Sattur.
50 Srivilliputhur.
51 K. Pudur.
52 Tiruvadanai.
53 Rajasingamangalam.
54 Nainarkoil.
55 Paramakudy.
56 Alathambadi.
57 Valivalam.
58 Thevoor.
59 Talanayar.
60 Eral.
61 Vasudevanallur.
62 Vilathikulam.
63 Ettayapuram.
64 Alangulam.
65 Ottapidaram.
66 Thovala.
67 Kalakad.
68 Panagudi.

APPENDIX 7.

[*Vide* paragraph 2 (2).]

(i) *Pig breeding units in the State.*

1 Livestock Research Station, Hosur Cattle Farm, Hosur.
2 Sheep Farm, Kattupakkam, Chingelput district.
3 District Livestock Farm, Pudukkottai.
4 District Livestock Farm, Orathanad.

(ii) *Pig Development Blocks (Revenue districts).*

1 Chingleput district.
2 South Arcot district.
3 North Arcot district.
4 Tiruchirappalli district.
5 Salem district.
6 Thanjavur district.
7 Madurai district.
8 Ramanathapuram district.

APPENDIX 8.

(*Vide* paragraph 3.)

DUTIES OF DEPUTY DIRECTORS.

Deputy Director of Animal Husbandry (Key-villages).

1. Administration and Technical supervision of various Livestock Schemes under the All India Key Village Scheme.

2. Administration and technical supervision of all State Artificial Insemination Centres including Artificial Insemination Centres under the Second and Third Five-Year Plan.

3. Administration and technical control of Cross Breeding Scheme and the Hill Cattle Development Scheme.

4. Administration and technical control of all supplementary Extension Centres.

5. Administration and technical control of the Calf Subsidy Scheme in Key Village.

6. Technical control of all Artificial Insemination Centres in Community Project, Community Development and National Extension Service areas.

7. Administration and Control of Fodder Development Schemes in Key Village areas.

8. Appointments, transfers, leave, pension, increments, appeals, disciplinary proceedings, in respect of all subordinate non-gazetted staff under his control except Veterinary Assistant Surgeons.

9. Submission of tour diaries to the Director of Animal Husbandry.

10. Scrutiny of confidential reports of the non-gazetted staff working under him.

11. Professional articles and contributions to the press so far as it relates to the Cross Breeding, Key Village and Artificial Insemination Sections and Fodder Development in Key Village areas.

12. Control of expenditure in respect of Artificial Insemination, Key Village and Cross Breeding Schemes and Fodder Development Schemes in Key Village areas including counter-signature of Travelling Allowance bills of Inspectors of Key Villages, special officer for Artificial Insemination, Assistant Research Officer, (Cross Breeding) and Fodder Development Officer and scrutinising their diaries.

Deputy Director of Animal Husbandry (Livestock).

1. All Livestock Improvement Schemes (excluding Key Village, Artificial Insemination and Cross Breeding Schemes and Fodder Development Schemes in Key Village areas) State Livestock Improvement Board, Administration of Madras Livestock Improvement Act and the rules issued thereunder, cattle fairs and shows.

2. Supervision and control of all Government Livestock, dairy, sheep and poultry farms, Health of Livestock, in Government farms, production and targets in the Livestock Farms, tour programme of the departmental officers in the Livestock Farms including Sheep and Goat Development Officer, Regional Sterility Officer, Goshala Development Officer, Poultry Marketing Officer, and Poultry Development Officers and bringing to the notice of the Director of Animal Husbandry any special feature.

3. Annual valuation of livestock in the departmental farms, books and publications, periodicals, furniture and stores of livestock farms, except key village, Artificial Insemination and Cross Breeding Schemes and Fodder Development Schemes in Key Village areas.

4. Write off of the value of livestock in the farms and schemes excluding Artificial Insemination, Key Villages and Cross Breeding Schemes and Fodder Development Schemes in Key Village areas.

5. Daily miscellaneous sanctions relating to farms, medical indents and supplies relating to institutions in Livestock Section except Artificial Insemination, Key Village and Cross Breeding Schemes and Fodder Development Schemes in Key Village areas.

6. Acquisition of sites and lands and construction of buildings in respect of Livestock Farms.

7. Poultry Development.

8. Sheep and Goat Development.

9. Horse breeding and pig breeding, etc.

10. Scrutiny of Livestock Section Budget except Key Village, Artificial Insemination and Cross Breeding Schemes, and Fodder Development Schemes in Key Village areas.

11. Indian Council of Agricultural Research Schemes in respect of Livestock except Key Village, Artificial Insemination and Cross Breeding Schemes and Fodder Development Schemes in Key Village Areas.

12. Development Schemes except Key Village, Artificial Insemination and Cross Breeding Schemes, Fodder Development Schemes in Key Village areas and recovery of contributions.

13. Appointments, transfers, leave, pension, increments, appeals and disciplinary proceedings in respect of all subordinate non-gazetted staff in the Livestock Section except Farm Managers and Veterinary Assistant Surgeons excluding those in Key Village, Artificial Insemination and Cross Breeding Schemes and Fodder Development Schemes in Key Village areas.

14. Submission of tour diaries to the Director of Animal Husbandry.

15. Scrutiny of the confidential reports of the departmental staff in Livestock Section excluding those under the Deputy Director of Animal Husbandry (Key Villages).

16. Administration of technical side of the Community Project and National Extension Service Schemes so far as the Livestock side (excluding Artificial Insemination, Key Village and Cross Breeding Schemes and Fodder Development Schemes in Key Village areas) is concerned.

17. Professional articles and contributions to press so far as it relates to the Livestock Section excluding Artificial Insemination Key Village and Cross Breeding Schemes and Fodder Development Schemes in Key Village areas.

(G O. Ms. No. 944, Food and Agriculture, dated the 25th March 1957.)
(D. Dis. No. 5937/C1/57)

APPENDIX 9.

(*Vide* paragraph 50.)

Questionnaire for Inspection of Livestock Farms.

(G.O. Ms. No. 97, Food and Agriculture, dated the 16th January 1957.)
(File No. 25359/A.4/56.)

PART I.

I. GENERAL.

(Name and designation of the Inspecting Officer.)

Dates of Inspection :

1 What is the period covered by the inspection ?

2 Date of previous inspection ?

3 Names of Officers in-charge of the office and various sections of the farm during the period covered by the inspection and periods of each officer.

4 Give the names of the staff and the period they were in-charge of the respective seats.

5 Are there too frequent changes in any seat or sections of the farm and what are the reasons ?

II. BUILDINGS.

6 Is the office accommodation adequate ?

7 Is the building kept neat and tidy ?

8 Are any repairs required ?

9 Are proper arrangements made for watching the buildings ?

10 Are the prescribed precautions against fire adopted ?

11 Is the building register maintained properly ? (Entry of newly constructed ones, etc.)

12 Are the constructions of buildings, wall, sheds, water troughs, etc., actually seen according to the estimates and measurements as per the Measurement Book ?

13 Is there adequate accommodations for (*a*) the farm (Livestock and Poultry) and (*b*) the farm staff ?

III. ATTENDANCE REGISTER.

14 Is the attendance register maintained the prescribed form ?

15 Has it been periodically checked by the Officer or the Head Ministerial Officer in the absence of the Officer ?

IV. CASUAL LEAVE REGISTER.

16 Is a register showing casual leave and/or compensation leave granted to subordinates kept in the prescribed form and maintained up-to-date ?

17 Is there a column showing progressive total in the register to prevent the grant of excess of leave ?

18 Has the Head of Office initialled every item in the register ?

19 In cases of compensation leave is there a record to show why it was given ?

20 Has any subordinates exceeded the prescribed maximum of Casual Leave and/or compensation leave ?

V. Distribution Register.

21 A specimen register is given below :—

Distribution Register.

All Papers.

Serial number of papers.	*Enclosures, if any.*	*Numbers and initials of the clerk.*	*Nature of final disposal with date.*	*Record keeper's acknowledgment.*
(1)	(2)	(3)	(4)	(5)

22 Has a new book been brought into use with effect from the beginning of the calendar year ?

23 Is the numbering regular ?

24 Has the Office Manager or the Accountant initialled with date below the last number given to the day's tappal ?

25 (*a*) Have the subject clerks acknowledged the currents in column (3) of the Distribution Register with the date of receipt of the currents ?

(*b*) List out prominent delays.

26 (*a*) Are the replies received to pending references written every day and indicated in column (4) with the file numbers with which they have been clubbed ?

(*b*) Are such numbers ringed off ?

(*c*) List out omissions, if any.

VI. Personal Register.

(Adopt Register mentioned at page 61 of the District Office Manual.)

27 Is a personal register maintained in the prescribed form, by each clerk with reference to paragraph 20 of the District Office Manual ?

28 Have subjects been assigned to each clerk ?

29 Has a new register been brought into use with effect from the beginning of the calendar year ?

30 Have sufficient pages been left blank in the new register for noting the pending currents of the previous calendar year and have all the pending currents of the previous years been brought forward to the new register on 1st April ?

31 Is the title in column (4) brief cogent and sensible ?

32 Is column (1) (Serial number) regularly filled up ?

33 Is the appropriate number in the Distribution register entered in column (2)?

34 Are items (2) and 3 of column (4) being clearly filled up ?

35 Is column (8) regularly filled up ?

36 Is a reply or a fresh current received entered in column (9) with date of receipt in column (10) ?

37 Are the personal registers being checked periodically according to programme ?

38 Are the reminders being entered in the Personal Register in red ink ?

39 Are reminders issued regularly and judiciously ?

40 Is ' Caging ' done in each page with red ink between two individual references ?

41 Are the remarks of the checking officer being recorded in a separate running note file ?

42 Are the following lists being prepared on the first of every month by each subject clerk ?

(1) An abstract of pendency in form VII in the District Office Manual and

(2) A detailed arrear list in form X for the currents pending for over three months at the end of previous month.

43 Are the numbers of the pending currents being listed out monthly on a fly leaf at the beginning of each personal register ?

44 Have the principles of disposals been understood with references to paragraphs 58, 63, 66 and 67 of the District Office Manual ?

45 Are the papers which should have been assigned " D. Dis. " have been assigned " L.Dis. ", etc., and vice versa ?

46 Are the serial numbers in the personal register ringed off after the file is closed ?

47 Have all R and D disposals been indexed ?

48 Are index cards properly maintained ?

49 Has the distribution register checked with the connected personal register to see—

(i) if all currents have been properly accounted for ;

(ii) whether the currents have been registered on the days they were received ?

50 Is there any office order prescribing the number of days within which clerk have to submit papers for orders ?

51 Are there delays in submission of personal registers for check and if so wha t action is taken ?

Scrutinise a few files with the entries in the Personal Register.

VII. Periodical Register.

(Register should be in form XI of the District Office Manual.)

(The register should contain an index in the front page and separate sheets should be given for fortnightly, monthly, quarterly and annual returns).

52 Is a periodical register being maintained by each clerk properly for the returns due to and from his seat ?

53 Are the periodical registers being checked regularly at least once a month with the personal registers and are the remarks at each check being recorded in a running note file ?

54 At the end of every month has information been abstracted in the following manner :—

Fortnightly Monthly Quarterly Half-yearly Annual	Whether reports have been sent, if not, why, they have not been sent ? Whether any such report is due in the month under review and if so, whether it was sent, if not, why ?

55 Are there delays in the action taken on periodicals and if so what action was taken ?

VIII. Register of Valuables.

56 Is a register maintained in form XV of Appendix B of the District Office Manual and entries of valuables such as cash, notes, stamps, etc., having actual monetary value, are made in it ?

57 Where are the savings bank pass book tendered as security, kept ?

58 Is the value of security verified annually in accordance with instructions in the Madras Financial Code, Volume-I ?

IX. Register of Security Deposits.

59 Is a register of security deposits in form MFC 17 maintained ?

60 Have all persons who have to furnish security done so and are the securities covered by proper bonds ?

61 Are all securities entered in the Register of Security deposits and the entries attested ?

62 Have the register and the securities been verified once a year by a responsible official and a certificate to that effect recorded ?

X. Call Book.

63 Is a call book maintained in the form VIII of appendix B of the District Office Manual ?

64 Are the instructions laid down in paragraph 69 of the District Office Manual in the matter of transferring currents to call book followed ?

65 Is the procedure laid down in paragraph 69 of the District Office Manual in the matter of making entries in the personal register at the time of sending up the reference, followed and are reports sent up promptly ?

XI. Record Maintenance.

66 Are the records classified R, D, F and L are maintained properly and safely (A test check should be made) ?

67 Are slips left in the place of records issued ?

68 Is the destruction of old records up-to-date ?

69 Is the list of records to be destroyed prepared periodically and has it been approved by the officer ordering destruction ?

70 After the papers have been destroyed, has the Head of Office certified at the foot of the list of records destroyed that the papers in the list have been destroyed except such that have been ordered to be retained permanently or for a certain period and have the exempted files been specified by their numbers ?

71 Have the lists been carefully filled and preserved in the record room ?

72 Have steps been taken to see that the records relating to periods in respect of which audit objections are pending have not been destroyed ?

XII. Office Order Book.

73 Is there a file of office orders issued by the Head of the Office ?

74 Is each clerk provided with a copy of the office orders or has it been circulated ?

75 Have the duties assigned in the Manual been properly distributed and functions assigned to specified persons ?

XIII. Subject Files.

(Government Orders and Government Memorandum on which a reply is due directly or after further correspondance with subordinate officers or the public should be registered separately and action taken. They should not be filed with concerned subject files but a copy may however be filed.)

76 Are the subjects files maintained for subjects ?

77 Are they up-to-date ?

78 Have the rules regarding the maintenance of subject files been understood and followed ?

79 Are there papers in the 'F' files which ought not to be there ?

XIV. Stock Files.

(Stock files should not contain originals but copies only.)

80 Is there a list of stock files in the office showing the subjects for which stock files are to be maintained ?

81 Are the stock files maintained according to the list ?

82 Is the list up-to-date ?

83 Has each stock file an index giving the number and date of each paper filed, its title and the page in the file where it will be found ?

XV. Current Files.

84 Are the pending current files kept properly ? (A test check should be made)

85 Did you check the entries in the personal register with some of the pending files and if so, with what result ?

86 Are X.L. disposal papers kept separately for the year ?

87 Are there any improper X.L. Disposals in the bundles ?

XVI. Despatch Register and Stamp Account.

88 Is a despatch register maintained properly ?

89 Is a local delivery book kept ?

90 Are there any cases where letters which could be sent by local delivery were sent by post ?

91 Is the stamp account maintained in form V of the District Office Manual correctly and is it checked regularly by the Office Manager or the Accountant ?

92 Did the book balance tally with the actuals on the date of the verification ?

93 Are there cases of unnecessary issue of telegrams ?

XVII. Stationery.

94 Is the register kept in the prescribed form for stationery articles supplied and consumed ?

95 Are all the columns properly filled in ?

96 Are the receipts and issues being correctly accounted for ?

97 In the case of articles issued on a fixed scale and for definite periods, state whether there has been excess issued.

98 Does the book balance agree with the stock actually on hand ?

99 Do you think that the stock of any of the articles is in excess of actual requirements ? If so, mention them.

100 Are there any articles which in your opinion are unnecessary for this office? If so mention them.

101 Are the stationery articles kept under lock and key ?

XVIII. Printed Forms.

102 Is a register kept in the prescribed form for printed forms supplied and issued ?

103 Are the columns properly filled in ?

104 Are the receipts and issues correctly accounted for ?

105 Does the book balance agree with the stock actually on hand ?

106 Do you think that the stock of any of the forms is in excess of actual requirements ? If so, mention them.

XIX. Library.

107 Is a register kept in the prescribed form for the books, periodicals and journals received ?

108 Is a separate register maintained for watching the movement and return of journals, etc., sent out in circulation ?

109 Have all the copies received been brought to account in the register ?

110 Have they all been suitably numbered and arranged in the shelves so as to be readily available for reference ?

111 Are all the books shown in the register available ?

112 Do you think that any of the books or periodicals is unnecessary for the office ? If so, mention them.

113 Are corrections to codes, Manuals Acts, etc., pasted up-to-date ?

114 Has the stock been verified annually by a responsible official and a certificate of verification recorded in the register ?

115 Has prompt action been taken in respect of defects noticed during the annual verifications ?

XX. Service Book and Rolls.

116 Are service books or rolls kept for every individual in permnent or regular employment in the superior or inferior service, respectively ?

117 Is a list maintained showing the names of subordinates and menials for whom service register and rolls, respectively are maintained ?

118 Is the list up-to-date ?

119 Are the registers and rolls with the leave accounts posted up-to-date and are certificates of verification recorded ?

120 Are they held in the custody of the Head of Office and are the entries made therein attested duly as and when each event occurs ?

121 Did you make any test check by comparing the entries made in the registers with pay bills and acquittance rolls, etc. ?

122 Did you notice any omissions or discrepancies, in the books or rolls examined? if so, mention them.

123 Is a leave account kept for every individual ?

124 Has the quinquennial attestation been obtained in all cases ?

125 Are the leave accounts kept in proper form and are the entries made properly ?

126 Is the leave account written up neatly and are the corrections attested ?

XXI. Pensions.

127 Are there any cases of superannuated subordinates continuing in service ?

128 Are pension applications prepared and disposed of expeditiously ? If not, specify cases of delay.

XXII. Deadstock and Stores.

129 Is a register kept in the prescribed form for all articles such as implements, furnitures, cattle food and miscellaneous stores ?

130 Are all the columns of the register correctly filled in ?

131 Have all the articles purchased and their cost entered in the contingent register or obtained by transfer or otherwise from otheroffices been brought to account in the register ?

132 Are the items of disposals supported by proper authority ?

133 Have the items of furniture been numbered serially ?

134 Did you verify the stock by test check ? If so, with what result ?

135 Are all the articles in serviceable conditions ?

136 Is a subsidiary stock register maintained for articles of temporary nature ?

137 Is it maintained properly ?

138 Are the balances worked out correctly ?

139 Are all the entries attested ?

140 Is the arrangement for custody of stores satisfactory ?

XXIII. Confidential Dossiers.

141 Are confidential reports of staff maintained properly and kept under the custody of the Officer ?

142 Are all the punishments awarded recorded in the confidential dossier concerned and copies of proceedings kept ?

143 Are the confidential reports maintained for the temporarily staff and the staff employed under emergency provisions ?

144 Have these reports been written in accordance with the instructions issued from time to time ?

145 Have adverse remarks made in the confidential dossiers been communicated to the subordinates concerned and the fact of such communication recorded ?

146 Is any list of subordinates for whom confidential dossiers are maintained, kept by the Officer for ready reference ?

XXIV. Miscellaneous.

147 Has effect been given to the instructions contained in the previous inspection reports ?

148 Have the defects noticed in the previous inspection been rectified ?

149 Are there any repetitions of similar mistakes ?

PART II—ACCOUNTS.

XXV. Cash Book.

150 Is the cash book maintained properly ?

151 Is the cash book closed at the close of business on each working day or at the close of every week ?

152 Is the office provided with a cash chest or a cash box and is it in good condition ?

153 Are there duplicate keys for the chest and in whose charge are they ?

154 Is the cash checked at the end of every month by the Head of Office ?

155 Is the certificate of count recorded in the cash book by the Officer verifying the cash in his own handwriting specifying the actual balance both in words and figures and signed with date ?

156 State the balance on the date of verification and verify if it agrees with the cash book ?

157 Is the register of undisbursed pay maintained in the Form 3A (M.F.C). If not, how is the correct disposal of pay, etc., watched ?

158 Have there been any unreasonable delays in refunding undisbursed pay and allowances ?

159 Is a separate permanent advance disbursed register in Form 3B (M.F.C.) maintained ?

160 Are daily collections remitted into the treasury promptly ?

161 If daily remittance are not made how frequently are remittances made ?

162 Are receipts paid intact in to the treasury and if not, are there any specific orders authorising the utilisation of cash to meet the current expenses ?

163 What is the largest amount remitted and by whom are remittances taken to the treasury ? Has the cashier furnished security ? Are the instructions issued under Article 274 (A) of M.F.C., Volume I, strictly followed in respect of remittances into the treasury or withdrawal of cash from treasury ?

164 Is the practice in remitting cash uniform, whether the amount is large or small, or are special arrangements made when the remittances are large ?

165 How often is the cash balance verified by the Head of the Office ?

166 Is the cash book balance kept down as for as practicable by avoiding drawing cash in excess of requirements ?

167 State the designation of the office or officers authorised to receive payments made by the public and what check is exercised to ensure that receipts are furnished to the parties on the day on which the money is paid.

168 Are receipts given in the printed forms and are they numbered serially ?

169 Are the counterfoils of receipts duly filled up and initialled by the Officer issuing the receipts ?

170 Are the arrangements for the custody and issues of receipt books satisfactory ?

171 Are the credit sales authorised ?

172 Are bills issued promptly and are steps taken to recover dues promptly ? Does the register show any old items outstanding and are any of them irrecoverable?

173 Does it appear from an examination of a few entries that the accounts received from the public have been entered on the same day in the cash book ? If not, the reason should be stated. Are there any indications of the entries in the cash book having been checked by the Head of the Office or any other gazetted subordinate ? (The inspecting officer should check a few entries in the cash book with the dates shown in the receipt book.)

174 Is there any case in which a chalan in respect of an amount remitted into the treasury is not supported by the counterfoil of the receipt issued to the party ?

175 Does the amount shown as remitted into the treasury agree with those of the treasury receipts ?

176 Is the amount spent, as shown in the respective registers covered by vouchers, receipts or acquittances in the respective registers ? Note any of (*a*) vouchers wanting, (*b*) irregular charges in vouchers and (*c*) vouchers irregularly prepared ?

177 Is the cash chest embodied in masonry ? If not ,state the reasons for not doing so ?

178 Is the duplicate key kept with the treasury ?

179 Is a register of duplicate keys maintained ? Is the duplicate key called for from the treasury annually in April, checked and returned to the treasury, after verification ?

180 Are the entries in the cash book attested ?

181 Is the procedure in force for the receipt, custody and remittance of cash satisfactory ?

182 Is a register of remittance maintained ?

XXVI. Refunds.

183 Is the personal ledger maintained properly ?

184 Is a separate page or section set apart for each person ?

185 Are the entries of receipts and disbursements made on account of parties entered simultaneously and do the entries bear reference to the voucher or item number in the cash book or other record of receipt and expenditure from which ledger is posted and are the entries readily checkable from the cash book, etc. ?

186 Is enough advance money collected from the private parties for credit sales of farm produce ?

187 Are the accounts closed and the amounts due to the parties refunded as soon as the work is finished ? If not ,furnish particulars of pending accounts ?

188 Is the refund register maintained properly and are the entries supported by office copies of refund bills ? State cases, if any, in which a formal receipt was not obtained from the party in respect of refunds made ?

189 Is every item of refund noted against the original credit ?

190 Are the entries in the refund register attested by the Officer ?

XXVII. Pay and Allowances and Acquittance.

191 Are all pay bills, travelling allowances and contingencies encashed, serially numbered and filed properly ?

192 Is a pay bill register maintained in the prescribed form ?

193 Does a perusal of the pay bills disclose any inordinate delay in recommending increments ?

194 Are payments made supported by proper acquittances ?

195 Has there been any unreasonable delay in disbursements ?

196 Are the undisbursed balances of pay and allowances entered at the close of the day in the register ?

197 Is there any instance in which a stamped receipt was not obtained for payment exceeding Rs. 20 ?

198 Is a muster roll maintained in the proper form for the mazdoors on manual labour paid at daily or monthly rates ?

199 By whom the muster roll written up and does the arrangement for taking muster ensure that the late comers and absentees are so marked ?

200 Who completes the muster roll as regards the rate of wages, fines and deductions and from what records are they taken ?

201 By whom is the wages due to each worker calculated and by whom is the muster roll checked as to rates of wages, fines, deductions, extensions and totals before the amount is drawn for payment ?

202 Is it the practice to inform each worker in the morning of the day of payment of the amount due to him and in what form is this done ?

203 By whom is payment made and is the foreman or other responsible officer present to identify the workers as they come up for payment ?

204 On what authority is payment made to a substitute ?

205 Does the muster roll bears the certificates of the person making the payment and of persons who witnessed them ?

206 How are the unpaid wages dealt with and if paid subsequently by whom are they made ? Are steps taken to see that they are actually disbursed to the workers to whom they are actually due ?

207 Is any balance remaining unpaid deducted from the muster roll of the following month ?

208 Were the advances drawn on abstract contingent bills are utilised for the purposes for which they were drawn and adjusted within a reasonable time ?

209 Is Income-tax deducted from the pay of officials whose income is taxable ?

210 Are communications sent to the Income-tax Officer with reference to Article 86 (*b*) of M.F.C., Volume I ?

211 Is an attachment register (for Court attachment) maintained ? (*Vide* Article 88 of M.F.C., Volume I).

212 Is the arrangement for keeping a watch over undisbursed pay satisfactory ?

213 Are the amounts remaining unpaid for more than three months refunded into the treasury in cash or by short withdrawals in bills ?

214 Is the out-turn of labour properly linked with the payments as per muster rolls to ensure effective control on labour ?

XXVIII. TRAVELLING ALLOWANCE BILLS.

215 Is a register maintained for travelling allowance bills ? Are the travelling allowance bills prepared without delay ? Undue delays should be listed.

216 Is a bill register to enter the bills received, maintained and is the form used sufficient to note the various stages a bill has to pass through before it is passed and cashed ?

217 Is there any undue delay in the disbursement of amounts drawn from the treasury ? Note instances.

218 Have you checked a few bills with Diaries ? What is the result ?

219 Is the register of advances on tour/transfer maintained properly ?

220 Have all the advances on tour or transfer been adjusted promptly ?

XXIX. OFFICE CONTINGENT REGISTER AND BILLS.

221 Is a register in the prescribed M.F.C. Form No. 7 properly maintained ?

222 Is the expenditure under contingencies regulated in accordance with instruction issued from time to time ?

223 Are the pages numbered in advance ?

224 Has the allotment for the year under each unit of account under the required heads of accounts been entered at the top of each page in the space provided ?

225 Are the bills drawn being serially numbered from the commencements to the end of every financial year ?

226 Is the date of encashment with the name of treasury noted against the amount of every bill in the " Remarks " column of the register ?

227 Are entries made as money is paid away and sub-vouchers numbers entered in the columns provided for the purpose ?

228 Is each entry initialled in the space allotted by the head of office or by the gazetted officer to whom this duty is delegated ?

229 Does the officer in charge put his initials for the amount drawn in advance ?

230 Are the amounts drawn in advance being accounted for by posting the vouchers obtained after payment has been made ?

231 Is there any undue delay in accounting for money drawn in advance ?

232 Are the items of book adjustment being posted in the accounts of the respective months ?

233 Is the expenditure incurred covered by proper sanction ?

234 In the case of expenditure requiring the sanction of the Head of Office, has such sanction been quoted in the voucher ?

235 Are the different items of expenditure incurred charged to the correct heads of accounts ?

236 Are receipts obtained from parties for temporary advances ?

237 Is any case of splitting up vouchers or in which purchase of articles is made in small lots to evade obtaining sanction of the higher authority, is noticed ?

238 Are progressive totals entered under all detailed heads and items monthly ?

239 Do the vouchers contained the necessary particulars as stated in the Departmental Manual and bear pay orders of the disbursing officer ?

240 Have they been carefully checked with a view to ascertain—
(i) Whether payments have been made to the proper person and that promptly ;
(ii) Whether the disbursement discloses payments of unauthorised advances ;
(iii) Whether stamped receipts have been obtained for all amounts exceeding Rs. 20 ;
(iv) Whether all vouchers below Rs. 50 have been cancelled or so defaced as not to be used again ?

241 Are authenticated copies of vouchers sent in original to the Accountant-General kept in the office for the use of the Inspecting Officer ?

242 Is any case in which demurrage cl arges were incurred noticed ?

243 Has money in any case drawn from the treasury long before it was required for actual disbursement or at the close of the year merely to prevent lapse of appropriation ?

244 Is the permanent advance recouped once a month or whenever the advance runs short as prescribed in M.F.C.?

245 Have all the vouchers above Rs. 50 been sent to the Accountant-General ?

XXX. Control of Expenditure.

246 Are the Departmental accounts maintained up-to-date with correct classification of items of expenditure and receipts pertaining to the month under the various detailed units for purposes of reconciliation work ?

247 Is a statement of voucher-wise particulars in the prescribed form for the total disbursements of the month under each detailed head of account and a statement of chalan-wise particulars in the prescribed form for the remittances made are maintained and kept up-to-date ?

248 Is monthly reconciliation work with the treasury figures is effected by the due dates and the receipts and charges statement correctly reconciled and submitted to the Head Office on the due dates ?

249 Is the adjustments of assets and liabilities watched and the concerned registers kept up-to-date ?

250 Is the monthly progressive total expenditure under the different heads of accounts maintained and verified that the expenditure progressed proportionately on the basis of the total grant under each head of account ?

251 Whether reasons for variations, if any, are found out then and there ?

252 Whether the controlling officer is addressed in time for further allotments in case the expenditure exceeds the allotment ?

XXXI. Stock Accounts.

253 Are separate stock accounts maintained in the prescribed form of raw materials and furnitures such as chairs, tables, racks, stools, benches, trays, etc., and other office stores excluding books, forms and articles of stationery but including livestock and other stores and movable property in the custody of each officer such as iron safe, locks, scales, weights, tents, machines, lamps, bicycles, clocks, etc.?

254 Are tenders called for when large purchases are made and are the quotations and price lists received, properly filed ?

255 If the lowest tender is not accepted has the purchasing officer recorded reasons for rejecting the same ?

256 Are formal purchase orders issued for all purchases ?

257 Are rules for purchase of European stores in India duly observed ?

XXXII. Verification of Stock.

258 How often are, the stores checked and verified and by whom ?

259 Are the certificates of verifications and check submitted to the Director ?

260 Is a book kept to exhibit the receipts and issues as the transactions take place ?

261 Have separate pages been allotted for each kind of articles to show receipts, issues and balance ?

262 Are the arrangements for receiving and checking stores on arrival satisfactory and by whom are they checked as to quality?

263 Is the quality of cattle feed purchased as per samples tendered by the contractors ?

264 Are arrangements for the issue of the stores satisfactory ? Does the store-keeper receive a demand note for all issues of stores and are the demand notes numbered serially in print and are they filed carefully in serial order to facilitate the checking of the entries in the day book ?

265 Are any raw materials or expendable stores stocked for a long time without being issued ?

266 To prevent accumulation of stores are maximum levels fixed for each article in stock and are they strictly observed ? Are the level frequently reviewed and corrected to ensure that they are up-to-date ?

267 Is the register of orders received properly maintained and are orders attended to without unnecessary delay ?

268 Is there a price list of articles saleable to the public and is it corrected and kept up-to-date ? Are all deviations from it and credit and allowances to customers in accordance with orders ?

269 Is a register in the prescribed form kept for inventory of furniture and other office stores ?

270 Are unserviceable stores written off the accounts then and there ? How are such articles disposed off, by public auction or sale ? Is a register of such articles maintained ?

271 In the case of timber does the stock show each log or consignment of logs separately with its cubical contents. If not how are the quantities calculated in the case of receipts and issues ?

272 Is there a list showing the rates at which different kinds of products are to be sold to the public and is it kept up-to-date ?

273 Are any sales effected on rates which are different to the rates at which different kinds of products are to be sold to the public ?

274 Has the stock been physically verified annually by an official other than the one in direct charge of the stores and a certificate to this effect recorded in the Register ? Have all the items been attested ?

275 Has prompt action been taken to regularise deficits noticed during physical verification ? Has personal responsibility been fixed for loss of stores in cases of deficits ?

276 Are excesses noticed during verification taken to stock immediately ?

277 Is the stock held not in excess of the requirements of a reasonable period ?

278 Have surprise verifications of stock been conducted and if so, the result ?

PART III.

XXXIII. Labourers.

279 Is the attendance of mazdoors on manual labour marked daily ?

280 Does the number of regular mazdoors shown in the roll tally with that entered in the register of sanctioned scale of establishment maintained in the office ? Is the pay of the regular mazdoors fixed according to the rates sanctioned by Government ?

XXXIV. Daily Memorandum Sheet.

281 Is the daily memorandum sheet maintained in the prescribed form ?

282 Is it maintained according to instructions ?

283 Was it written up-to-date on the day of inspection?

XXXV. Livestock—Cattle.

284 Is a stock register for young cattle maintained in the prescribed form ?

285 Are particulars of their number, sex and nature of disposal recorded correctly ?

286 Are particulars of transfers from young stock to adult stock recorded correctly ?

287 Are adult stock registers maintained separately for male and female stock ?

288 Are particulars of their number, date of birth, sex, nature of disposal recorded correctly ?

289 Are particulars of purchases made, if any, are recorded?

290 Is a register for monthly changes maintained in the prescribed form, showing the stock at the beginning of the month, receipts during the month by way of birth, transfer from young stock to adult stock and their disposals, etc., and balance at the end of the month ?

291 Is a bull service register maintained in the prescribed form separately for each breed ?

292 Are services by farm bulls on farm cows furnished ?

293 Are the cows and heifers served by the allotted bulls as per the approved breeding programme (verify few cases of cows served by such bulls) ?

294 Is a separate register maintained in the prescribed form for recording particulars of services bull-wise ?

295 Is a stock register maintained for livestock and are they revalued annually ?

296 Have livestock purchased or otherwise obtained been correctly brought to account in the register ?

297 Have the disposals of cattle, if any, been sanctioned by the competent authority ?

298 Are the items of disposals supported by sale bill numbers or other authority ?

299 Did you verify the stock, if so did the book balance agree with the stock actually found ?

300 Has the stock been verified annually by an independent official and has prompt action been taken to fix responsibility for the deficit and regularise the same ?

XXXVI. Culling.

301 Is a culling list prepared annually and got ready by the due dates ?

302 Is the inspection of animals for the culling done during the prescribed period ?

303 Have the rules framed for culling of animals been followed as far as possible ?

304 Have the culled out animals disposed of during the period prescribed ?

305 Are detailed reasons for culling recorded against each animal disposed off ?

306 Are all the animals properly identified by brand marks or tattoo marks ?

XXXVII. Sheep.

307 Is a stock register for young sheep maintained in the prescribed form ?

308 Are particulars of their number, sex and nature of disposal recorded correctly ?

309 Are particulars of transfer from young stock to adult stock recorded correctly ?

310 Are adult stock registers maintained separately for male and female stocks ?

311 Are particulars of their number, date of birth, sex, nature of disposal recorded correctly ?

312 Are particulars of purchases made, if any, are recorded ?

313 Is a register for monthly changes maintained in the prescribed form showing the stock at the beginning of the month, receipts during the month by way of birth, transfer from young stock to adult stock and their disposals, etc., and the balance at the end of the month ?

314 Is a mating register maintained in the proper form ?

315 Are particulars of stud rams used for a set of ewes, date of services, etc., properly recorded ?

316 Are particulars of fertility, percentage, sex ratio of lambs, average birth weight and average gestation period recorded ?

317 Is a register for shearing maintained in the proper form ?
318 Are particulars furnished for each breed ?
319 Is the total wool clipped during a season given ?
320 Are all the sheep properly indentified by ear tags with serial numbers ?
321 Are detailed reasons for culling recorded against each sheep disposed off ?

XXXVIII. Poultry.

322 Is a trap nest record maintained in the prescribed form ?
323 Is the production of eggs for each hen recorded ?
324 Is the total receipt of eggs (both fertile and table) collected and disposed for each date recorded in the prescribed form ?
325 Is the balance struck for each day ?
326 Is a credit sales register maintained properly ?
327 Are the details of eggs and poultry sold to staff on credit system recorded in it ?
328 Is an order book for poultry and eggs maintained in the proper form ?
329 Are orders for hatching eggs and breeding poultry are registered serially ?
330 Are the addresses of the parties recorded correctly ?
331 Are the amounts of advances received from the parties entered in it with the bill number ?
332 Are particulars of despatch and refund, if any, recorded ?
333 Is a register of poultry statements maintained in the proper form ?
334 Does it show the stock position correctly with reference to other registers ?
335 Are the particulars of stock at the beginning of the month, receipts during the month by way of hatch and their disposal for various purposes such as selling for breeding, tables, transfers (external and internal), deaths, destructions, etc., recorded correctly ?
336 Are the stock position of eggs in the beginning of the month and their disposal for various purposes entered correctly ?
337 Does the total number of eggs received during the month agree with the figure in the trap nest record ?
338 Is a chick register maintained in the proper form ?
339 Does it show the progressive body weights ?
340 Are the disposals of the chicks also entered correctly ?
341 Is a breeding register maintained in the proper form ?
342 Does it show particulars of cocks used for breeding with details of breeding pens, selection of pullets and outstanding records of individual birds ?
343 Are incubator charts maintained in the prescribed form ?
344 Are details of eggs set for incubation and hatches received recorded correctly ?
345 Are particulars of incubation recorded correctly ?
346 Are detailed reasons for culling of birds for table recorded against each bird ?
347 Are all the chicks and adult birds properly indentified by the wing bands or leg bands with serial numbers ?
348 Is post-mortem record maintained for all birds that die or that are destroyed ?
349 Is the method of disposing of table birds and eggs satisfactory ?

XXXIX. Dairy.

350 Is a daily milk yield memorandum sheet maintained in the prescribed form as per instructions ?
351 Does it show yield of milk for individual milch animal both in morning and evening ?
352 Is the total struck at the end for the individual cow ?

353 Is a milk register maintained in the prescribed form ?

354 Does it show the total receipt of milk for each day ?

355 Is the disposal of the Milk received entered ?

356 Does the register show separately the credit sales, cash sales and the milk fed to calves ?

357 Is full milking of all the milch animals conducted once in a week ?

358 Are the particulars of yield recorded in the cattle yard milk record sheet in the prescribed form ?

359 Is daily average yields struck for each animal ?

360 Is an account of daily supplies of milk and milk products both to staff and outsiders on credit system maintained in the prescribed form ?

361 Are monthly bills sent to the parties ?

362 Is the method of sales of daily products such as milk, butter, cream and ghee satisfactory ?

363 Is a calf weight register maintained in the prescribed form ?

364 Are the calves weighed once a week and difference recorded ?

XL. Farm Produce—Garden and Pasture.

365 Is a cultivation sheet maintained in duplicate for every field or crop in the prescribed form ?

366 Are the costs for differenct items of work recorded ?

367 Are they up-to-date ?

368 Is net profit or loss for each crop recorded ?

369 Do the yields shown in the sheets agree with those entered in the stock book ?

370 Is a field register maintained according to instructions in the precsribed form ?

371 Does it show all the relevent particulars to study the progress of the field ?

372 Is it up-to date ?

373 Is a stock register maintained in the prescribed form for all farm product received and disposed of ?

374 Have all the columns of the register been filled in ?

375 Has all the produce of the farms, as shown in the Daily Memorandum Sheet and cultivation sheet been correctly brought to account in this register?

376 Is every item of disposal supported by the sale bill number or other authority ?

377 Did you notice any entries such as free issue and loss due to dryage, etc. ?

378 If so, mention them ?

379 Are free issues, if any, borne out by competent authority ?

380 Did you notice any abnormal percentage of dryage and wastage noted in the register ?

381 If so mention such cases ?

382 Are the receipts and disposals correctly accounted for ?

383 Is the selling price noted at the top of the page of each article together with authority sanctioning it ?

384 Did you notice any delay in recovery of the amounts due for the sale of produce to farm mazdoors ?

385 Did you verify the stock ?

386 If so, did the book balance agree with the stock actually found ?

387 Does the verification of the stock take place once a quarter and when a transfer of charge occurs ?

388 Is a register maintained for silage making ?

389 Does it show particulars of fodder ensiled, issued and percentage of wastage for individual pits ?

390 Is daily rainfall, if any, recorded in the prescribed form ?

391 Is the daily supply of fodder such as green grass, silage hay, etc., weighed before issues ?

392 Is a vegetable credit sales register maintained and is it up-to-date?

393 Is a register for recording particulars of trees, maintained ?

394 Are all the trees numbered in each paddock or area ?

395 Does it show the correct position of their locations and their kinds ?

396 Is there a diagram for each paddock or field ?

397 Are particulars of the felling, if they are dead and falling of their own accord furnished ?

398 Are the usufructs auctioned ?

399 Are the tanks or ponds inside the farm auctioned annually for fishing rights ?

400 Are the tanks or ponds maintained properly by desilting and by repairing the sluices and bunds ?

XLI. Miscellaneous.

401 Is a post-mortem register maintained in the prescribed form and particulars of each autopsy entered ?

402 Is there a steel yard or any other weighing machine ?

403 Is it in good condition ?

404 Are the costly drugs such as pencillin, etc., entered properly in the stock register before issue ?

405 Are the local purchases of articles such as buckets, pick-axe, nails, etc., made after obtaining sanction ?

406 Is the quality of the articles purchased is worth the prices paid for ?

407 Are log books maintained for pumpsets, oil engines, boilers, vehicles, etc. ?

408 Is there medical aid facilities for the farm staff and mazdoors ?

409 Are there educational facilities for the children of the farm staff ?

410 General remarks.

XLII. Settlement of Audit Objections.

411 Have replies to audit memoranda, received from the Accountant-General's Office, been issued promptly ?

412 Have the Audit reports on local audit been replied to promptly ?

413 What are the main defects and irregularities pointed out by the Accountant-General in his audit reports ? Have they been rectified ?

414 Are there any audit objections pending settlement for more than six months ? If so, why ?

APPENDIX 10 (*a*).

(*Vide* paragraph 65.)

Separate indents should be forwarded for each separate commodity.

(*Indents are required to be submitted in triplicate.*)

GOVERNMENT OF INDIA.

ORIGINAL/DUPLICATE/TRIPLICATE WAR / PEACE

INDENT ON THE DIRECTOR-GENERAL OF INDUSTRIES AND SUPPLIES (INDENTS SECTION), NEW DELHI, DIRECTOR OF SUPPLIES, BOMBAY/CALCUTTA/DEPUTY DIRECTOR OF SUPPLIES, MADRAS, FOR STORES REQUIRED FOR THE PUBLIC SERVICES.

1. Indentors No. Dated
2. Reference to any previous correspondence in connection with the articles included in this indent:
3. Indenting Department:
4. Telegraphic Address:
5. In the case of stores required for a Central Government Department, state: } *Civil or Military, Commercial or Non-Commercial.
6. In the case of a State Government Department, state name of Province:
7. In other cases give full particulars:
8. Certificates of authority to purchase:

(*a*) Special Certificate to be filled in by indentors of Indian States which have not given a general authority to a purchaser to enter into contracts on their behalf.

Officers empowered in that behalf are authorised to enter into a contract for the purchase of stores detailed in this indent on such terms as they consider suitable in the name and on behalf of the†

Signature of Indenting Officer.

(*b*) Special Certificate to be filled in by indentors on whose behalf a general authority for entering into contracts has not been delegated to a purchaser.

N.B.—Local bodies under the jurisdiction of the Governments of Madras, Bombay Utter Pradesh, Bengal, Assam, Madhya Pradesh and Punjab are required to sign this Certificate, unless they have already furnished a general authority to purchaser on the subject, as these Governments have not permitted the Stores Department to enter into contracts on behalf of Local bodies in the name of the Governor. The Certificates from Local bodies in the Utter Pradesh and Punjab should be on non-judicial stamp paper of Re. 1, from Bombay of Rs. 2, and in other cases of Rs. 1–50.

Instructions.—(1) This form is intended for use by civil indentors. A separate form is to be used by Defence Services indentors.

(2) A specific date by which the stores are required should be stated in the indent. Such terms as "immediate". "As Early as Possible," "Urgently Required", etc., should *not* be used.

* The alternatives not applicable to be scored out.

† The exact nomenclature to be adopted in the contract according to the law or convention of the State or the correct statutory name of the Local body concerned should be stated here.

*Officers of the Directorate-General of Industries and Supplies empowered in that behalf are authorised to enter into a contract for the purchase of stores detailed in this indent on such terms as the Directorate-General of Industries and Supplies consider suitable in the name and on behalf of the**

Signature and designation.

N.B.—This certificate should be signed by a duly authorised person, under seal, if required.

9. Has the certificate of funds on Page 4 of this form been filled in, or is a treasury receipt attached to cover the cost of stores and Departmental fees ?

N.B.—In the case of stores debitable to Government Funds the certificate on Page 4 should be completed. In the case of stores required to be purchased on behalf of Indian States or Local Funds a treasury receipt for the estimated cost of stores *plus* Departmental fees should accompany the Indent. In the case of Local Fund over which Government retains complete and direct control however, advance deposits are not necessary, but the certificate of funds on Page 4 should be signed.

10 Designation of the Accounts Officer to whom the cost of stores and Departmental fees where leviable should be debited :

11 (*a*) Major, Sub-Major and Minor Head of account to which the cost is debitable :

(*b*) Is the expenditure voted or charged ?

(*c*) If the stores relate to any State Trading Scheme, the detailed head through which the cost is debitable to India in the Remittance Misc. portion should be given.

(*d*) Is the cost of stores debitable to the Civil (including Post and Telegraph and Railway estimates or Defence Services estimates ?

12 In the case of the purchase of stores involving dollar exchange, has the requisite allotment of dollar exchange been sanctioned by the competent financial authority ?

13 Stores to be consigned to—

(1) Designation of Receiving Officer :

(2) Railway Station :

(3) Postal Address :

(4) Telegraphic Address :

by Goods/Passenger train.

14 †Stores to be booked———————

at Owners/Railway risk

———————

Insured on rail.

15 †Freight Paid/To pay

---

* The alternatives not applicable to be scored out.

† The exact nomenclature to be adopted in the contract according to the law or convention of the State or the correct statutory name of the Local body concerned should be stated here.

N.B.—Any indent which is not properly filled in and/or not accompanied by suitable paper/particulars/specifications details, etc., is liable to be returned to the indenting Officer without being complied with.

16 *Inspection $\frac{\text{to}}{\text{not to}}$ be carried out by the purchaser :

17 Any special instructions :

Item No.	Description of Articles.	Specification No. or other particulars and actual use to which the stores will be put to guide supply.	Accounting Unit.	Number or Quantity.	Estimated. Rate Per Unit.	Estimated. Total.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					RS. P.	RS. P.
	If an article similar to one previously purchased through Directorate-General of Industries and Supplies is required, a reference to the number and date of the previous order should be given to guide supply.					

Date of delivery. (If delivery by instalments is required, details of instalments should be given by dates at monthly or weekly periods.)	Destination.	Remarks in the Purchase Organization.	Particulars of action taken. (No. and date of order placed or No. and date of Transfer Memo. to other Purchase Circles or No. and date of Extract from Indent given to other Purchase Section.) / Circles.
(8)	(9)	(10)	(11)

* The alternatives not applicable to be scored out.

18. Financial Certificates—

(a) Usual Form.—

I certify that the expenditure involved has received the sanction of competent financial authority and that funds are available under the proper head in the sanctioned budget allotment of the Indenting Department for the year 19

Dated Indenting Officer.

(b) Alternative Form :—

(*N.B.*—This certificate is to be signed when the stores are to be purchased and paid for before funds are allotted.)

I certify that the expenditure involved has received the sanction of competent financial authority and that I have been authorized by Government to incur liability in respect of the stores indented for herein, in anticipation of funds being provided for the same.

Dated Indenting Officer.

(c) Further alternative Form for P.W.D. authorities :—

(N.B.—This certificate is to be signed by P .W. D. authorities.)

I certify that the sanction of the competent financial authority has been applied for, for the expenditure involved which is being incurred in anticipation of sanction, under paragraph 51 *of the Central Public Works Department* Code against the estimates for the year* 19

Dated Indenting Officer.

N.B.—*In the case of indentors of Governor's Provinces reference should be given to the relevant paragraph of the Provincial Code, if any.

(d) Further alternative special Forms for use of Railway Indentors only.

(i) For stores for work specially sanctioned :—

The stores included in this indent are required for the work sanctioned in Railway Board's
——————— *letter No. , dated*
Agent's

General Manager or Agent, Railway.

Countersigned.

Chief Auditor.

———————

Govt. Examiner of Accounts.

Dated

(ii) For stores for general purposes :—

The stores included in this indent are for general purposes only. The value of this indent will be met as follows:—

(1) *Rs.* *provided from the current year's grant.*

(2) *Rs.* *Provided from the Advance grant for next year.*

Dated General Manager or Agent, Railway.

Countersigned.

Chief Auditor.

———————

Govt. Examiner of Accounts.

(iii) Alternative certificate to be used by Railway indentors for purchase of other than imported stores for general purposes.

I certify that I have been authorized to incur liability in respect of stores indented for herein, in anticipation of funds being provided in the sanctioned budget for 19

Dated. Indenting Officer.

APPENDIX 10 (*b*).

(*Vide* paragraph 65.)

Supply order against Directorate-General of Supplies and Disposals Rate or Running Contract.

[The Directorate-General of Supplies and Disposals is not authorised to arrange for the purchse of stores for private parties or for private use of Government Officers.]

Office of the
Station

Supply Order No, , dated against

D.G.S.&.D. Rate/Running Contract No. dated

This order which is intended for the supply of the stores detalied in the schedule below, in accordance with the terms and conditions of the Directorate-General of Supplies and Disposals Rate/Running Contract mentioned above and in the manner specified herein ; shall operate to create a specific contract between the contractor (with whom the contract referred to and the requisition are placed) of the one part and the*..of the other part,

* Here enter the name of the Government concerned to which the requisitioning officer belongs, e.g., President, Governor of..............................or ....State.

Designation of Indenting Officer

Indent No. dated

To be filled in when Requisitioning and Identing Officers are different.

Item number of indent.	Item number of contract.	Description of goods.	Number or quantity in the same unit as in the contract.	Unit.	Rate per unit.	Total. cost.
(1)	(2)	(3)	(4)	(5)	(6) RS. P.	(7) RS. P.

(For supplementary schedule *see* reverse) Total ..

(Total inclusive price to the nearest rupee *f.o.r./delivered free at in words.) Rs.

Date of delivery

Authority Holding Sealed Particulars

Designation and address of Inspecting Officer

Designation and full address of the Consignee

Railway station to which goods are to be consigned

To be despatched by† train at† risk.

Freight† at† rate†

Designation of the Account Officer of the Consignee

Head of Account to which the cost is debitable.

*The necessary Railway Material concession note is enclosed / Military Credit note should be obtained in direct communication with

Certified that a copy of the Supply Orders has been despatched under endorsement No..................dated....................in a registered cover to the Pay and Accounts Officer, Ministry of Works, Housing and Supply,.................... (Here fill in the destination).

Please acknowledge receipt of this letter and arrange supply of above stores.

To

Sarvashri

Signature

Designation.

FOR ENDORSEMENTS AND SPECIAL INSTRUCTIONS *SEE* ON REVERSE.

---

*The alternatives not applicable should be scored out.

†Passengers or goods train, owner's or railway risk freight paid or to pay and public tariff, railway materials or military concession rate should be mentioned.

Copy forwarded for information to the—

1. Indenting Officer.
2. Consignee.
3. Inspecting Officer (2 copies).
4. Pay and Accounts Officer, Ministry of W.H. & S., New Delhi/Calcutta/Bombay.

NOTE.—Copies of requisitions placed by Direct Demanding Officers are required to be forwarded only to the Inspecting Officers and the Pay and Accounts Officer, Ministry of W.H. & S., New Delhi/Calcutta/Bombay. Copies need not be sent to the Supply Officers who placed the contract.

The Indenting Department is*	Government or non-Government	Civil or Defence
	Central or State	Commercial or non-Commercial
	In the case of Central	

* The alternatives not applicable should be scored out.

SPECIAL INSTRUCTIONS.

On all letters, invoices and bills please quote the number and date of this order, the name of the Indenting Officer, the number and date of indent and the number and date of the contract mentioned on reverse.

Supplementary Schedule.

Item number of Indent.	Item number of Contract.	Description of goods.	Number or quantity in the same unit as in the Contract.	Unit.	Rate per unit.	Total cost.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
					RS. P.	RS. P.
			Total			

APPENDIX 10 (c).

(*Vide* paragraph 65.)

INSPECTION NOTE.

I. Inspection Certificate.

Government of India Ministry of works, Housing and Supply.

* Delivery in full/part/Further Part/ Completion

Book No. Set No. Number of copies.

Copy No. Inspection Note No.

(*Particulars not required to be deleted.)

1. D. G. (S. & D.)/Dir. (S. &D.)/Tex. Commr. Rate Running Cont. A/T. No. and, dated..................... Supply Order No. and date........
2. Contractor's name and address..
3. Indentor ....
4. Indent number and date..
5. Consignee ....
6. Certified that stores noted below and in the continuation sheets attached have been inspected with results shown................ ....

*7. Stores/delivered/put on rail/put up for inspection on..

8. Contractors' Delivery Note No. and date..

*9. The items were/were not supplied within the stipulated time or as extended by the competent authority/reference made to Supply Officer regarding penalty..

Station .... Dated.................................. Signature of Inspector..............

Designation ....

*10. To be entered on Inspector's Office copy (No. 7 only) — Number of and date of Railway Receipt returning rejections .... Received the rejections on................................ Contractor's signature..............................

11. To be entered on copies Numbers 2, 4 and 5 of the Inspection Note by the Contractor in cases in which Advance 90 per cent payment had been claimed:—

Number of date of the Advance 90 per cent Bill..

Details of stores inspected.

Item Page 1 cent, in A of T.	*Description of stores/Total quantity ordered.*	*Accounting Unit.*	*Tendered.*	*Accepted.*	*Brought to account in ledger folio.* / *Total quantity accepted to date.*	*Rejected.*	*Number and date of inspection certificate (if any) issued by D.G., I.S.D., England or other inspection authority abroad.*	*Remarks.*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Note.—A line will be drawn or typed immediately after the last item. Below the line will be entered the total number of items separately shown in the column "DESCRIPTION OF STORES"

Thus "ITEMS INSPECTED No...................................". This is to prevent unauthorised additions being made.
(in words).

II. Receipt Certificate.

(To be completed by the consignee on copies numbers 1, 2, 4 and 5 for final 100 per cent payment and on copies numbers 2, 4 and 5 for Advance 90 per cent, Payment and balance 10 per cent payment.)

*1. Certified that the stores as accepted on the reverse and in the..............................continuation sheets attached have been received in good condition subject to the remarks at 3 below ....

....

2. The stores have been brought to account under Receipt Voucher No.............................. in my transit/stock, etc. (to be filled in)..............................Account for the period, month..............................

year......................

3. Details of recoveries proposed by the consignees in respect of deficiency/breakage /and/or freight, etc., which should be made from the Contractor under the terms of the contract.

Item.	*Reason.*	*Amount.* RS.	*Item.*	*Reason.*	*Amount.* RS.

3. (*a*) Details of discrepancies attributable to the carrier:—

Item.	*Reason.*	*Quantity.* KG.	*Item.*	*Reason.*	*Quantity.* KG.

Circle or Area..............................Station..............................Signature..............................

Dated..............................Designation..............................

NOTE.— This certificate should be signed in *ink* by the consignee specified in the A/T or S/O, where this is not possible or inconvenient, it should be signed in *ink* by an official duly authorised by the consignee in that behalf, In such cases the official signing the receipt certificate should indicate his designation and the designation of the official on whose behalf he is signing.

III. Distribution of copies.

Copy number.

1. "Accounts Office copy No. " (To be handed over to the Contractor).

2. "Accounts Office copy No. 2" (Do.)

*3. "Contractor's Office copy" (Do.)

4. Consignee's copy (To be handed over to the contractor only when he despatches the stores. To be Inspector's Receipt Voucher when he brings stores to account).

5. Additional copy for the Accounts Office (To be handed over to the contractor).

*6. Supply Officer's copy (To be despatched by the Inspector or the consignee when he inspects the stores).

*7. Inspectors' Office copy.

8. Advance copy for Consignee (To be despatched by the Inspector immediately after inspection).

*9. Inspector's copy (if in India and different from the Consignee). (Do.)

NOTE.—*In case of total rejections copies numbers 3, 6, 7 and 9 only will be issued.

APPENDIX 11.

(*Vide* paragraph 89.)

Form for submission of valuation list.

Serial number.	Animal number.		Date of birth.	Sire.	Dam.	Dam's yield.	Value.		Remarks.
	Tattoo.	Brand.					196	196	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

APPENDIX 12.

(*Vide* paragraph 98.)

Farm Mazdoors Savings Fund—Conditions.

(*a*) Contributions to be entirely voluntary and limited to the permanent labour force. Mazdoors should however, be encouraged to contribute regularly.

(*b*) Contributions should be normally collected once in two months on a pay day subject to a minimum of Re. 1 per contribution. The initial contribution should however be not less than Rs. 2 and fractions of a rupee should not be collected.

(*c*) Contributions will be invested in the Post Office Savings Bank in the names of the mazdoors and the individual pass books will be kept in the safe of the Head of Office of the Farm.

(*d*) A personal ledger will be maintained in the Farm Superintendent's Office independently of the pass books.

(*e*) Withdrawals for trivial purposes should be discouraged, as the main object of the scheme is to save money. Mazdoors should, therefore, be dissuaded from frequent withdrawals and not to withdraw the money until they leave the station.

(*f*) A declaration of next-of-kin or the person to whom the money is to be handed over, in case of death of subscriber, should be obtained, when opening the account.

(*g*) Periodical notification of amount at credit will be issued in normal way from Post Office.

(*h*) On leaving the station, the subscriber receives cash for the full amount of his savings plus any interest accrued, or he may take the pass book and make his own arrangement about transfer of account.

(*i*) In other details, the rules governing the Post Office Savings Bank will apply.

APPENDIX 13.

(*Vide* paragraph 106.)

Statement of rainfall.

Month. (1)	Week. (2)	Quantity in inches. (3)	Number of rainy days. (4)
Hot weather—			
February	1—7		
	8—14		
	15—21		
	22—29		
March	1—7		
	8—14		
	15—21		
	22—28		
March-April	29—4		
	5—11		
	12—18		
	19—25		
April-May	26—2		
	3—9		
	10—16		
	17—23		
	24—30		
May-June	31—6		
Total ..			
South-west monsoon—			
June	7—13		
	14—20		
	21—27		
June-July	28—4		
	5—11		
	12—18		
	19—25		
July-August	26—1		
	2—8		
	9—15		
	16—22		
	23—29		
August-September	30—5		
	6—12		
	13—19		
	20—26		
Total ..			

Month. (1)	Week. (2)	Quantity in inches. (3)	Number of rainy days. (4)
North-east monsoon—			
September-October	27—3		
	4—10		
	11—17		
	18—24		
	25—31		
November	1—7		
	8—14		
	15—21		
	22—28		
November-December	29—5		
	6—12		
	13—19		
	20—26		
December-January	27—3		
	4—10		
	11—17		
	18—24		
	25—31		
Total ..			
Grand total ..			

APPENDIX 14.

(*Vide* paragraph 107.)

Rules for the control of Guest Houses at Livestock Farms.

1. The above Rest House is under the control of the Animal Husbandry Department and its control is vested in the Farm Superintendent.

2. It is intended for the use of the Gazetted Officers of the Animal Husbandry Department. Gazetted Officers of other departments will, however be allowed to occupy the Rest House, when it is not occupied by officers of the Animal Husbandry Department, provided that a gazetted officer of another department who is in occupation of the rest house shall vacate it at once, if required to do so, to provide accommodation for an officer of the Animal Husbandry Department.

3. The above Rest House shall not be occupied as a residence by any officer, unless the special sanction of the Director of Animal Husbandry has previously been obtained.

4. All persons occupying the Rest House will be charged fees at the following rates :—

For halt of 24 hours or portion of 24 hours in continuation thereof :—

	RS.
For a single person	1·00
For a married couple	1·50
For parties of 2 to 4 persons, per person	1·00
For parties of 5 persons and more	5·00

5. In all cases half rates will be charged for a single halt not exceeding 6 hours between 7 a.m. and 7 p.m.

6. Parties of persons will be permitted to occupy the Rest House, only when the Rest House can be made wholly available for their use but not when one set of rooms only is available.

7. The Director of Animal Husbandry is authorised to remit fees for days in excess of ten in case of officers of the Animal Husbandry Department who halted continuously for more than ten days in the interests of public service, provided that no daily allowance has been drawn for the days in excess of ten.

8. The pitching of tents in the premises attached to a Rest House is prohibited.

9. Rent will be charged only for days on which an officer actually stays in the Rest House. If the Rest House is temporarily vacated an officer should so dispose of his private samans, as not to cause any inconvenience to the new comer.

10. A single person is not entitled to occupy more than one room and a married couple are not entitled to occupy more than one room and too bath rooms.

11. All officers occupying the Rest House shall pay to the person in charge, the fees due, before they vacate. Any failure in this respect should be brought to the notice of the Farm Superintendent.

12. A book will be kept at the Rest House in which every person stopping shall enter his name, his official designation, the date and time of his arrival and departure and the fees due and paid by him.

13. Non-officials and non-gazetted officers of the Animal Husbandry Department must obtain the previous permission of the Farm Superintendent before occupying the Rest House.

14. Persons occupying the Rest House are responsible for any damage, they or their servants or followers, may cause to the buildings of the Rest House.

15. Persons occupying the Rest House are requested to see that their servants and followers do not loiter about the farm, offices and buildings, and that they, in no way interfere with the labourers or management of the Livestock Research Stations. The Superintendent should report at once any breach of this rule to his superior officer.

16. Any neglect or incivility on the part of the Rest House Watchmen should be brought to the notice of the Superintendent of the farm.

17. Persons occupying the Rest House must make their own arrangements for obtaining supplies and services.

18. A copy of the rules shall be exhibited in the Rest House.

APPENDIX 15.

(*Vide* paragraph 111.)

Form of Agreement to be executed for enjoyment of usufructs of the trees on Livestock Farms in Animal Husbandry Department.

AGREEMENT.

Agreement made this day of between the Governor of Madras (hereinafter called 'the Governor' which expression, shall, where the context so admits include his successors in office and assigns) of the one

part and residing (hereinafter called 'the contractor' which expression shall where the context so admits include his heirs, executors, administrators, legal representatives and assigns) of the other part.

Whereas the contractor was, on the day of declared as the highest bidder at the auction sale held for the purpose of the sole right to enjoy the usufructs of the standing on the land within (excepting those in the compounds of residential quarters) for this season at the sum of Rs. (Rs.) and whereas one of the conditions of such purchase was that the contractor should enter into such an agreement as is hereinafter contained.

Now it is hereby agreed and declared as follows :—

I. The Governor shall—

(1) Grant to the contractor the sole and exclusive right to gather, remove dispose of and otherwise enjoy the usufructs of the trees standing on the piece and parcel of land situated at the in the registration district of more particularly prescribed in the auction notice ; and

(2) permit the contractor, on his observing and performing the several covenants and stipulations on his part contained to peaceably and quietly hold and enjoy the right hereby granted during the term hereby created without any lawful interruption from the Government or any person rightfully claiming under or in trust for them.

II. The contractor shall—

(1) use the said trees only for the purpose aforesaid and not for any other purpose ;

(2) preserve the said trees and their foliage in good state of cultivation and not permit the same to be cut, damaged or injured in any way whatsoever ;

(3) permit the agents and the officers and servants of the Government to view the state and condition of the trees ;

(4) yield up and hand over the said trees at the determination of the term hereby created in a good and proper state of cultivation and order as shall be in compliance in all respects with the covenants hereinbefore contained and the Contractor shall not be entitled to any allowance or compensation for any expenditure he may have incurred during the said term ;

(5) not assign or sub-let the benefits arising under this contract or any part thereof, without first obtaining the written consent of the Superintendent;

and

(6) not use any of the implements belonging to the farm nor utilise any labour of the station nor cause damage to trees or other property belonging to the Station nor cause inconvenience in any way to the normal working of the station nor otherwise cause any loss to Government.

III. (i) should be contractor be guilty of a breach of non-observance of the covenants, conditions and stipulations on his part to be observed and performed then and in any such case the Superintendent, may at any time thereafter, in addition to and without prejudice to his other right and remedies against the contractor, sell by public auction or private sale the right of the contractor under this agreement and be entitled to and retain the whole amount of which the said right shall be sold ;

(ii) in the event of the failure by the contractor to fulfil any of the terms of this agreement, he shall forfeit the deposit made by him as security and will also pay to the Government any damages occasioned to the Government by reason of any breach of the covenants and conditions herein contained ;

(iii) any amount payable under this agreement may be recovered by the Governement as an arrear of land revenue;

(iv) in the event of any of the said trees dying, failing to produce fruit or becoming unprofitable or useless during the said period due to natural causes or by reason of the number of such trees being reduced by tempest, floods, storm or otherwise, howsoever, the contractor shall not claim or be entitled to any compensation;

(v) in the event of any of the said trees, its branches or leaves being cut down, damaged or injured by the contractor, his servants or workmen during the said term, then he shall pay to the Government and the Government shall be entitled to receive such compensation therefor as the Superintendent may deem reasonable of which he will be the sole judge; and

(vi) if any dispute or difference shall at any time hereafter arise between the Government or their officers on the one part and the contractors as to the right duties or liabilities of either party in respect of any matter or thing relating to or arising out of these presents or the construction of meaning of all or any of the provisions herein contained, the decision of the Superintendent, shall be final.

In witness thereof the Deputy Director of Animal Husbandry (Livestock), Madras, acting for and on behalf of and by the order and direction of the Governor of Madras and the contractor have hereunto set their hands.

Signature of the Deputy Director.

Signed and delivered by the abovenamed Deputy Director in the presence of

Witness.—

1.

2.

Signature of the contractor.

Signed and delivered by the above named contractor in the presence of

Witness.—

1.

2.

APPENDIX 16.

Grant of pay to menials who are paid from contingencies.

The following monthly rates of pay are fixed as the maxima for the different classes of menials employed in the Animal Husbandry Department who are paid from "Contingencies". These maxima apply to the total of all payments made partly in kind (grain or food) and partly in cash:—

(1) Ordinary labourers or messengers.	Rs. 15 plus dearness allowance to the extent admissible.
(2) Skilled labourers including maistries, head mazdoors, masons, tinkers, painters and engine drivers.	Rs. 28 plus dearness allowance to the extent admissible.
(3) Watchmen	Rs. 18 plus dearness allowance to the extent admissible.

NOTE.—(1) The entertainment of skilled labourers requires sanction of the Director of Animal Husbandry.

2. The rates of pay of the turner, carpenter, coppersmith, blacksmith, fitter and hammerman will take effect from 1st December 1933 and will apply even to men holding such posts prior to that date—their wages being accordingly reduced. Increments to these men should be granted only in accordance with the prescribed rates and at prescribed intervals.

3. Wages in excess of the maxima laid down above should not be paid except with the special sanction of Government.

4. The maxima laid down above should not be allowed as matter of course, but the pay of each should be fixed with due regard to the nature of work and the prevailing local market rate for the class of work required.

5. The mazdoors should be allowed to tour only in exceptional cases and their pay may be enhanced during the period of the tour by an amount not exceeding the travelling allowance admissible under the Madras Travelling Allowance Rules to officers of the lowest class, provided that the menials would have been eligible for a daily allowance for the journeys had they been working on the regular establishment. The enhanced pay in lieu of travelling allowance may be raised by 50 per cent when travelling in the special tracts, specified in annexure 5 to the Madras Travelling Allowance Rules.

6. Muster rolls should be maintained for all mazdoors employed on manual labour and paid at daily or monthly rates and the contingent bills in which the wages are drawn should be supported by a certificate signed by the disbursing officer to the effect that the mazdoors were actually entertained and paid.

7. For purposes of departmental scrutiny and general audit, all drawing officers should describe in their contingent bills and registers the class of menial so that controlling officers may be able to see during inspections that the rates are not prima facie extravagant.

8. Each Head of office should submit to the Director of Animal Husbandry annually in April a consolidated certificate in the following form in support of the wages fixed for menials:—

"Certified that the rates of pay plus dearness allowance allowed for different classes of menial are fixed with reference to the prevailing local market rates and are within the maxima rates laid down in item 37 of Appendix 7 of M. F. C. Volume II and that where the maximum rates have been exceeded, the sanction of Government has been obtained."

APPENDIX 17.

(*Vide* paragraph 122.)

Village Livestock Improvement Scheme.

1. For the purpose of working the "Village Livestock improvement Scheme", through the Department of Animal Husbandry, Centres, consisting of a compact area comprising a village or villages shall be selected containing about 300 cows of breedable age. About three breeding bulls hereinafter referred to as approved bulls, obtained from a Government farm or an approved breeder, shall be stationed in each of the Centres.

2. A subsidy of Rupees five per month for each heifer calf born to the approved bulls will be given by the District Veterinary Officer to the owner of such calf for a period of two years commencing from the seventh month after the birth of the calf.

3. The number of subsidies to be given in any one centre shall not exceed *fifty at a time*. In case the number of calves born to the approved bulls exceeds fifty, the District Veterinary Officer shall be empowered to grant the subsidies to such of the owners of the calves as may, in his discretion be deserving and poor. The discretion of the District Veterinary Officer exercised in this behalf shall be final and not liable to be questioned.

4. In addition to the fifty calves selected for the grant of subsidies as hereinbefore mentioned, the District Veterinary Officer may select a certain number of calves eligible for receipt of the subsidy and keep them on the waiting list for substitution in case of any untoward happening such as death or loss of the subsidised calves.

5. No owner shall be entitled to receive subsidy for more than 2 calves born to the approved bulls, at a time.

6. The cows selected for breeding operations shall be tattooed:

7. The owner of the cow selected for breeding purposes, shall report to the District Veterinary officer or to such person as may be authorised by him, the birth of a heifer calf born to the approved bulls within 15 days of its birth.

8. The heifer calf born to the approved bulls shall be tattooed and registered in the office of the respective District Veterinary Officers.

9. The subsidy of Rs. 5 per month may be paid in cash or in the form of cattle feeds such as groundnut cakes, bone meal, rich bran, cotton seeds, etc.

10. The heifer calf for which subsidy is being paid shall not be sold or otherwise disposed of without the written permission of the District Veterinary Officer.

11. The Officers of the Animal Husbandry Department shall be entitled to inspect, at any time, the cows marked out for breeding and the heifer calves born to the approved bulls.

12. The owners of the cows and the heifer calves born to the approved bulls shall permit the officers of the Animal Husbandry Department to inspect the cows and the calves at any time or produce them for inspection before any such officers, whenever required and furnish all such information as may be required of them by the said officers.

13. In case a calf for which a subsidy is being paid falls sick the owner shall intimate the same to the officer in charge of the centres forthwith, without any delay and avail the necessary treatment for the calf.

14. The owner of the calf for which subsidy is paid, shall carry out promptly the instructions which the officers of the Animal Husbandry Department may give from time to time, regarding the proper maintenance of the calf and its treatment both preventive and curative and rectify any such defect as the officers may find out and call upon the owner to set it right.

15. The owner of the calf shall report to the District Veterinary officer immediately any minor damage that may happen to the calf.

16. The District Veterinary Officer is authorized to stop the subsidy at any time, if the calf is not properly maintained or nourished.

17. The owners shall permit to be used prophylactic measures adopted by the Animal Husbandry Department.

18. The calves shall be dewormed once a month with one per cent copper sulphate solution.

19. The owner shall be liable to refund all the amount or value of goods received as subsidy, to the District Veterinary Officer with interest thereon at 12 per cent per annum, if he violates any of the conditions of the scheme provided for herein.

20. A card shall be given to the owner of each of the calves under the subsidy scheme which shall be produced by the owners as and when required by the officers of the Animal Husbandry Department and wherein the condition of the calves and the amount of subsidy paid every time shall be entered. Misplacement or loss of the card by the owner may result in the non-payment or delayed payment of the subsidy. A fee shall be charged for replacing any lost card.

21. In case of death or disposal of the calf, it shall be removed from the list of subsidised calves and another belonging to the same owner or to such other person as the District Veterinary Officer may decide shall be substituted with due reference to rule (4) above.

NOTE.—"The District Veterinary Officer, should satisfy himself that the requirements of the schemes have been complied with in respect of any such calf which is proposed to be substituted and made eligible for payment of subsidy".

22. The system of payment of subsidy shall be continued until the fourth generation and shall cease thereafter.

23. The owner of a calf for which subsidy is paid shall execute a bond in favour of the District Veterinary Officer for the due fulfilment of the conditions and terms hereof.

(Government Memorandum No. 56648-I/59-17, dated 27th September 1951
D. Dis. No. 1066—VI/50.)

APPENDIX 18.

(*Vide* paragraph 120.)

Bye-laws of the Key Village Livestock Improvement Association.

KEY VILLAGE.

Bye-law 1—*Name and place of business.*—The name of the association shall be the Key Village Livestock Improvement Association. Its operation shall be confined to the Key Village Centre Area.

Bye-law 2—*Objects of the Association*.—(i) Non-profit association.

The association is a non-profit, non-stock co-operative association and is organised not for profit for itself, but only for the benefit of its members and patrons engaged in Livestock Breeding and other animal husbandry works.

(ii) *Objects*.—The association shall assist all the Cattle and other Livestock breeders in all aspects of Animal Husbandry such as breeding, feeding, disease control, management, marketing, etc., for the promotion and advancement of their interests in improving and building up a high quality cattle and other livestock in the Key Village area. To accomplish the objectives in view, the association shall carry out—

(*a*) The systematic methods for livestock improvement by using good well known, pedigreed stud bulls, rams, etc.

(*b*) the systematic recording of all breeding operations such as Natural Services, artifical inseminations, milk yield, births and deaths of cattle, etc.

(*c*) the recording of all sales or transfer of animals.

(*d*) the registering and marking of all cattle including the progeny.

(*e*) the purchasing and selling of cattle in the best markets for good bargains and lucrative profits.

(*f*) the arrangements for proper raising and disposal of cattle feeds for good and rational feeding of animals.

(*g*) the arrangements for purchase of cattle feeds in outside localities, if necessary.

(*h*) the arrangements for protection of all cattle and other livestock against contagious and other diseases.

(*i*) the promoting and disseminating of information with regard to the Key Village Cattle and conducting of cattle shows, calf rallies, etc.

(*j*) the promoting of better economic conditions among Livestock breeders etc., etc.

Bye-law 3—*Membership*.—(*a*) Any person who is over 18 years of age, who is competent to contract residing within the limits referred to in bye-law 1, and who owns one or more cattle or any other livestock or who is interested in livestock breeding and who is known to be good character and who had throughly understood the bye-laws of the association shall be eligible for admission as a member, But no member can claim admission as a matter of right.

(*b*) Every member shall pay an entrance fee of Re. 1 (Rupee one only) and also an annual subscription of 50 P. (Fifty Paise only). Each member shall pay his subscription on or before 30th June of each year, failing which his name may be struck off from rolls of membership and he shall forefeit all his claims, if the managing Committee, herein after mentioned, is not satisfied with the explanation furnished by the member.

(*c*) The membership of every peson who pays his admission fee and annual subscription shall be approved by the Board of managing Committee. Any member not approved by the Board of Managing Committee is not eligible for the refund of the admission fee or annual subscription paid by him.

(*d*) No member shall be permitted to withdraw his membership from the association. But, a member may withdraw his membership from the association with the consult of the Board of Managing Committee after he has given at least three months notice of withdrawal and secondly if there are no dues or arrears of subscription due from him.

(*e*) Should a past member desires to rejoin the association as a member, he shall pay all the arrears of dues, or subscription, etc. due from him and become a member after the approval of the Board of Managing Committee.

(*f*) Should a member ceases to be eligible for membership either on account of the removal of his residence from the limits prescribed in the bye-law or for any other cause, the association shall remove his name from the list of membership.

(g) If a member dies, his membership shall ipso-facto cease.

(h) Members must agree to pay two per cent of any sale transaction that have been done through the association on the sale of livestock. The minimum amount to pay in such a transaction shall be Re. 1·00 for each animal.

Bye-law 4—Management.—Subject to such resolutions as the general body may from time time pass, the management of the affairs of the association shall rest in the Board of Managing Committee consiting of not more than 15 members. The Veterinary Assistant Surgeon in charge of Key Village Block or the Supervisor in charge of Key Village Extension Centres shall be the Honorary Ex-Officio Secretary.

Bye-law 5.—(a)The members of the Board of Managing Committee, except the ex-officio members, shall be elected by the General Body for a period of three years from among members.

(b) The Board of Managing Committee shall continue in office after the expiry of the term of office until fresh elections for the Managing Committee are conducted.

(c) A retiring member of the Board of Managing Committee shall be eligible for re-election.

(d) After the Board of Managing Committee is elected by the General Body, they shall elect from among themselves (i) A President, (ii) A Vice-President and (iii) a Treasurer.

(e) Interim vacancies of the Board of Managing Committee can be co-opted by the Managing Committee.

(f) For the unexpired portion of the period of any elected member or members of the Board of Managing Committee, may at any time be removed by a resolution of the general body.

(g) The first set of the Managing Committee shall consist of 15 members. The ex-officio member referred to in bye-law (4) shall be considered as having been selected by the General body and shall have all the rights and privileges of the Managing Committee. The members of the Managing Committee so elected shall hold office for a period of three years from the date of starting of the association or until such date after the expiry of the period of three years as a new Board of Managing Committee is constituted and take charge. Interim vacancies in the Board of Managing Committee shall be dealt with as laid down in bye-law 5(e) above.

Bye-law 6 —Meetings.—(a) The Board of Managing Committee shall meet at least once in a month or oftener, if necessary, to conduct the affairs of the association. The quorum for the meeting of the Managing Committee shall be seven. All the questions before the Board of Managing Committee shall be decided by the majority of votes. Should there be any equality of votes, the President of the meeting shall have a casting vote in addition to his own.

(b) Should any elected member of the Board of Managing Committee absents himself from four consecutive meetings of the Board, he shall cease to be a member of the Board of managing Committee but may be reinstated by the Board of Managing Committee, if they are convinced with the reasons put forth by the member.

(c) Subject to such resolutions as the Board of Managing Committee may from time to time pass, the sevaral officers of the association shall have the powers and duties mentioned below :

Bye-law 7 —Powers and duties of the Office bearers.—(i) *President*.—The President shall have general control over all the affairs of the association ; shall provide over all meetings of the association and of the managing Committee and shall possess all the powers of an executive and of a presiding officer ; shall execute such instruments as may be necessary in order to carry on the business and activities of the association and as may be authorized by the managing committee and shall perform such other duties usually required of an executive or presiding officer.

(ii) *Vice-President*.—The Vice-President shall possess the powers and perform the duties of the President in the absence of the President.

(iii) *Treasurer*.—The treasurer shall have the custody of all the properties of the Association.

(iv) *Ex-Officio Secretary*.—The Ex-Officio Secretary shall be responsible for the executive administration of the association and shall record all the proceedings of the association ; shall have the custody of all the properties of the association ; shall maintain all the registers pertaining to breeding, feeding, disease control; management, marketing, etc., of livestock; shall register and tatoo all the cattle including their progeny ; shall arrange for the purchase of cattle, feed and fodder, if necessary shall sign and issue receipts of all money paid to the association and shall be the chief executive officer for the administration of all matters of the association.

Bye-law 8.—*Powers and duties of the Board of Managinq Committee.*—(i) The Board of Managing Committee shall have power to incur such expenditure as may be necessary for the management ot the association within the budget allotment sanctioned by the General Body, subject to the approval of the Officer, in charge of Key Village Scheme for each year.

(ii) It shall be competent for the Board of Managing Committee to frame subsidy by-laws or bring amendments to the existing ones for the conduct of the business of the association when the General Body meets. Such bye-laws shall be entered in the minutes book of the association and they shall be reported to they Officer in charge of Key Village Scheme for approval.

(iii) The Board of Managing Committee shall direct, manage, handle and supervise the business affairs and activities of the association.

(iv) The Board of Managing Committee may elect from their membership an executive Committee of three members and may assign and delegate to such committee, all or any of the functions and powers of the board of Managing Committee, subject to the general direction and control of the Board of the managing committee.

(v) The services of the members of the Managing Committee shall be gratuitious and no sitting fee shall be paid to the members of the managing Committee for attending the meetings.

Bye-law 9.—*Procedure and Circular for the meetings.*—(i) It shall be the duty of the ex-officio Secretary to send Circular or intimation orally of the meetings along with the agenda to the members of the general body or the Board of Managing Committee, as the case may be. The circular or oral information shall be sent to the members sufficiently early.

(ii) Any subject of an urgent and important nature not included in the agenda may with the leave of the house be taken up for discussion.

Bye-law 10.—(i) Should an elected member of the managing Committee including the President and Vice-President absent himself from four consecutive meetings of the body, he shall ipso-facto cease to be a member of that body.

(ii) The fact of cessation shall be reported by the ex-officio Secretary at the next meeting of the body and it shall be open to that body to reinstate such a member.

(iii) If the President or the Vice-President so loses his seat in the Board of Managing Committee and if he is not reinstated by the above body at its meetings, he shall cease to be the President or the Vice-President as the case may be and the Board shall proceed to fill up the vacancy caused thereby.

Bye-law 11—*General Body.*—The ultimate authority in all matters relating to the administration of the association shall be the General Body of the Assication, who shall meet from time to time and at least once a year to consider the action of the Board of managing committee in respect of matters delegated to it under the bye-laws.

The following among other matters shall be dealt with by the General Body :—

(*a*) The election and removal of the Board of Managing Committee.

(*b*) The amendment or repeal of any existing bye-law or the enactment of a new bye-law.

(*c*) The expulsion of a member.

(*d*) The consideration of any complaint which any individual member may prefer against the Board of Managing Committee.

(*e*) The annual budget.

(*f*) The determination of the scale of fees or contribution levied in pursuance of these bye-laws.

(*g*) The annual accounts and statements on the working of the Association.

Bye-law 12.—(*a*) The meeting of the General Body may be called whenever necessary for the conduct of the business (1) by the Board of Managing Committee (ii) at the request of one fifth or more members as per the list of members at the time and (iii) at the instance of the officer in charge of Key Village Scheme.

(*b*) The date of the general body meeting shall be fixed by the Manging Committee or by the Officer in charge of Key Village Scheme.

Bye-law 13.—It shall be the duty of every member to attend the meeting of the General Body. The quorum for the General body meeting shall be 30 or one-fifth of the total members on the list at the time whichever is less.

Bye-law 14.—(i) The President shall preside over all the meetings of the General Body. In the absence of the President, the Vice-President and in the absence of both, the General body may elect a President from their members to preside over the meetings.

(ii) Every member shall have only one vote. All questions shall be decided by the majority of votes of the members present and voting. When votes are equal, the President of the meeting shall have a casting vote.

Bye-law 15—*Cattle Breeding, etc.*—(*a*) Every member is bound to have all his male adult stock castrated immediatley. The Animal Husbandry Department will arrange to choose and station Government breeding bulls in suitable localities to cover a part of breeding by natural service.

(*b*) It shall be obligatory on the part of every member to have his major portion of cows breed by artificial insemination and minor portion by natural service by the bulls stationed in the area mentioned in bye-law 1, by the Animal Husbandry Department.

(*c*) It shall be obligatory on the part of every member to have all his cows either breed by Artificial Insemination or allowed for natural service by the bulls stationed by the Animal Hunsbandry Department in the area specified in bye-law 1 and shall not take their animals anywhere outside the area nearby for breeding.

(*d*) Every member shall be bound to inform the Board of Managing Committee particularly the Ex-Officio Secretary at once of any case of sickness amongst his livestock of any break of contagious disease among livestock in the locality and to carry out the suggestions of the Animal Husbandry Department in regard to treatment, disinfection, segregation, etc. and to have his animals inoculated when this is considered necessary. An omission to inform the managing Committee or the Ex-Officio Secretary of any such outbreak of contagious diseases among livestock or any refusal or omission to carryout the suggestions made by the Animal Husbandry Department, including inoculation shall render the member liable for a fine not exceeding Rs. 5 for each offence. The Board of Managing Committee must inform the Animal Husbandry Department, as early as possible of any such outbreaks.

Bye-law 16. —(*a*) It shall be competent for the Board of Managing Committee to arrange to sell or to purchase the livestock of members in the best market for highest price.

(*b*) and to arrange for the purchase of cattle feed or fodder to members, if necessary, through the officer in charge of Key Village Scheme.

Bye-law 17. —Receipts accruing by way of entrance fee, annual subscription, collection of the amount realized on sale transactions of livestock, etc., shall be credited to the funds of the association.

Bye-law 18.—*Receipts and Reserve Fund.*—Twenty five per cent of the net receipts of the association shall be carried to the credit of the reserve fund every year. The reserve fund shall belong to the association as a whole and is intended to meet unforeseen expenditure. It shall be invested in such a manner as the officer in charge, Key Village Scheme prescribes and shall not be withdrawn except with his sanction.

Bye-law 19.—No amendment or alteration in or cancellation of a bye-law or the enactment of a new bye-law, shall be made except at the general body meeting of the members or shall take effect until it shall have been approved by the officer in charge of Key Village Scheme.

Bye-law 20—*Miscellaneous.*—Should any doubt arise as to the constitution of any bye-law, the board of Managing Committee shall refer the same to the Officer in charge of Key Village Scheme for advice and act according to his advice.

By-law 21.—If any dispute arises touching the business of the association, of election disputes, etc., the matter shall be referred to the Officer, in charge of Key Village Scheme, whose decision shall be final.

By-law 22—Should any sum, belonging to the association be either stolen or otherwise lost and found unserviceable, it shall be open to the General Body to write off such amounts after obtaining the sanction of the Officer in charge of the Key Village Scheme.

By-law 23.—The association shall prepare annually such accounts and statements as may be prescribed by the Officer in charge of Key Village Scheme. These statements shall be made upto March 31 of each year and a copy of each shall be sent to the officer in charge of Key Village Scheme within 15 days after the close of the year ending with 31st March. After the Officer in charge of Key Village Scheme has verified the statements, the association shall follow as he may direct in the manner prescribed by him.

Bye-law 24.—All representations of the association either to the Officer in charge of Key Village Scheme or to any other Government or Private Institution or body, shall be made through the Veterinary Assistant Surgeon or Supervisors in charge of Key Village Extension Centres, in whom shall rest the discretion of making such recommendations as shall be advantageous and beneficial to the association. The Veterinary Assistant Surgeon in charge of Key Village Scheme or the Supervisor in charge of Key village Extension Centre or the Officer in charge of Key Village Scheme, when they attend, shall introduce or discuss any matter regarding the assoication in the meetings of the Managing Committee or in the General Body as the case may be and shall put forth all their suggestions for the best of the Association.

APPENDIX 19.

(*Vide* paragraph 126.)

Goshala Development Scheme.

Goshalas are Registered Public Charitable Institutions, including charitable institutions administered under the Hindu Reli-gious and Charitable Emdowments (Administration), Madras, working for the protection, preservation and inprovement of bovine cattle and recognised for such purpose

by the State Government. Financial assistance is provided for such Goshalas and also an agreement in the form given below is got executed by the owner of the Goshalas :—

Draft agreement to be executed by the persons in-charge of the Goshalas selected for the grant of aid under Goshala Development Scheme.

THIS AGREEMENT made this day of 19 BETWEEN the the person-in-charge of the Goshala at of the ONE PART hereinafter called " the party of the first part " AND the Governor of Madras, which experession shall, where the context admits, include his successors in Office and assigns of the OTHER PARTY.

WHEREAS under the State Third Five-Year Plan a Scheme for the development of Goshalas in the Madras State has been proposed which provides for State assistance by way of grant-in-aid to the Goshalas the nature and extent of such aid being those set out in the Schedule hereunder ; subject to the terms and conditions hereinafter appearing.

NOW THESE PRESENTS WITNESS and in consideration of the foregoing premises the parties hereto agree as follows :—

1. The party of the first part shall maintain in the Goshala Development Scheme for a period of 10 years and maintain therein the foundation stock of cattle, of the breed approved by the Director of Animal Husbandry, Madras (hereinafter called the " Director ") for the purpose of breeding pedigree strains of cattle, shall mark or number the foundation stock and the progeny in an way to facilitate identification and the keeping of accurate records.

2. The party of the first part shall make suitable arrangements to divide the Goshala into two sections, one exclusively reserved for keeping the foundation stock and the progeny of the said foundation stock and the other section for keeping the other cattle of the Goshala.

3. The party of the first part shall, at his own cost, keep a person possessing such qualifications as may be prescribed by the Director as manager who shall :—

(*a*) maintain such up-to-date records and registers as may be prescribed from time to time by the Director ;

(*b*) diligently follow the technical directions regarding the management of the breeding herd as may be given to him from time to time by the Director ;

(*c*) Keep records in the Goshala of the breeding herd and submit to the Director periodical reports of the breeding herd and the performance of the herd in such forms and at such intervals as may be prescribed by the Government of Madras (hereinafter referred to as the " Government ", in this behalf ;

(*d*) Offer the animals maintained for registration in the Central Herd Book, if a herd book for the breed of cattle maintained by the Goshala has been opened by the Indian Council of Agricultural Research ; and

(*e*) Maintain and keep the breeding herd, and the stud bull or bulls and the progeny thereof in good and thriving condition to be certified annually by the District Veterinary Officer concerned.

4. The Party of the first part shall supply to the Government annually heifers and cows out of the progeny of the breeding herd, and the number and price of which shall be fixed for each Goshala by the " Director ".

5. The party of the first part shall supply to the Government out of the progency of the breeding herd such breeding bulls as may be required by the Government at the price to be fixed by the Director, provided the age of such bulls does not exceed 3 years and that the Governmet had earmarked and selected the male calves for the purpose of rearing them into breeding bulls immediately

after the cessation of lactation period of the dam and in any event not later than one year from the date of birth.

6. The Government shall provide free veterinary aid to the said Goshala which will include the supply of drugs including patent medicines, vaccines, etc., but not including dietry and feeding charges of animals maintained by the Goshala.

7. The party of the first part shall fully co-operative with the Government in the control of contagious diseases and the periodical testing of all cattle, if necessary.

8. The party of the first part shall give to the Director or other representatives of the Government at all times free access to the premises of the Goshalas in order to inspect and watch the management of the breeding herd. The Director and such other representatives of the Government shall have free access to all the records pertaining to the said herd.

Provided that the power given hereunder shall not be exercised so as to interfere with the day-to-day management of the Goshala or other herds owned by the party of the first part.

9. If it comes to the notice of the Government that the breeding herd has been wilfully neglected by the party of the first part or that instructions with regards to maintenance or management vitally essential for the herd have been wilfully neglected or ignored, or if the party fails to maintain the Goshala under the Goshala Development Scheme for a period of 10 years, the Government may, without resorting to their other remedies suspend or discontinue the grant to the Goshala and may also withdraw and take possession of the animals handed over to the party of the first part and also order the recovery of the subsidies and grants already paid to him.

10. In the event of the party of the first part disposing of any of the animals supplied by the Government without the permission of the Director, the Government will have the right to recover the amount expended on the supply of the animals from the party of the first part.

11. The party of the first part shall undertake to make compost out of such refuse as may be available on the premises of the Goshala.

12. The party of the first part undertakes that he will himself acquire for the Goshala an equal number of cows that may be contributed by the Government under the scheme for the development of Goshala in the Madras State within a period of 90 days from the date of inclusion of the Gohsala under the said scheme.

13. The party of the first part shall also abide by the terms and conditions that may be imposed by the Government from time to time in addition to the terms and conditions specifid above, as being necessary for the proper development of the Goshalas.

14. All disputes between the parties hereto touching the matter herein before mentioned and all questions arising out of this agreement shall be referred to the decision of the Secretary to the Government of Madras, Food and Agriculture Department and his decision therein shall be final and binding on the parties hereto.

15. In case the party of the first part fails, neglects or refuses to observe, perform and fulfill any one or more or any part of anyone or more the conditions stipulated hereinbefore, it shall be open to the 'Director' without prejudice and in addition to all and every other remedy hereinbefore contained, to terminate this agreement after giving 10 days notice in writing.

SCHEDULE.

The nature of assistance provided by Government under the scheme—

(i) Supply of 10 cows and one stud bull of approved breed at a cost not exceeding Rs. 11,000 free of cost to each Goshala.

(ii) Non-recurring grant in aid of Rs. 5,000 towards repairs to building, cattle sheds, paddocks, land development, etc.

(iii) Recurring annual maintenance grant of Rs. 2,000 towards meeting the feeding charges of the animals.

(iv) Subsidy to best selected calves (both males and females) not exceeding five in number at the rate of Rs. 10 per mensem for each calf after they are weaned for a period of two years.

(v) Free Veterinary aid to all animals maintained at the Goshala including those maintained separately in their Goshalas.

IN WITNESS WHEREOF the said.. party of the first part and.. acting for and on behalf of and by the Order and direction of the Government of Madras have hereunto set their hands.

Signed by the party of the first part.

In the presence of—

1.
} Witness.
2.

Signed by ....

In the presence of—

1.
} Witness.
2.

(G.O. Ms. No. 1861, Food and Agriculture, dated 23rd May 1958 and Government Memorandum No. 130390/CII/59-14, Food and Agriculture, dated 4th July 1960.)

APPENDIX 20 (*a*).

(*Vide* paragraph 68.)

Tender notice.

Tender and auction for the supply of livestock, cattle food, etc. for one year from the 1st April to 31st March for the and the

Tenders will be received by the for and on behalf of Governor of Madras for the supply of livestock and cattle food and the like mentioned in the Schedule below.

2. The tenders should be prepared in the prescribed form obtainable from the on payment of Rs. 5 (Rupees five only) i ncluding sales tax per set of two forms. Only one of the forms should be filled in, i n legible writing and submitted to the Governor of Madras in a sealed cover addressed to the and superscribed " tender for 1960 " so as to reach the not later than 3 p.m. on the . The other form also should be filled in the same way and retained by the tenderer for his own reference and also to prevent its fraudulent use by some other person. The tenders will be opened at the office of the immediately after 3 p.m. on the

3. All tenderers should produce a solvency certificate atleast equal to the value of the total amount of contract. All tenderers should attach a solvency certificate issued by any officer of the Revenue Department of the Government of Madras not lower in rank than a Deputy Tahsildar and bearing the seal of such officer and Sales Tax Clearance Certificate issued by the Commercial Tax Officer and an Income Tax Clearance Certificate from the Income tax Officer having jurisdiction in the area. Otherwise the tenders will not be considered as valid. In the case of several items for which a contractor has tendered has the right to limit the contract to the extent of his solvency certificate.

NOTE.—(1) The officers issuing the Solvency Certificate and Sales Tax Clearance Certificate should be those having jurisidiction over the place where the tenderer resides.

(2) A true copy of such Solvency Certificate or the Sales Tax Clearance Certificate or Income-tax Clearance Certificate duly authenticated by a Gazetted Officer of the Government of Madras may be accepted as valid at the discretion of the (hereinafter referred to as the). Such true copies should also bear the office seal of the Gazetted Officer who authenticates the solvency certificate and the Sales Tax Clearance Certificate.

4 (*a*). The rates tendered should be in whole rupees and Paise only and must be expressed both in figures and in words. The rate for each item should be independent of the other items and should be for delivery at the respective institutions. The tenderers should quote their rates for supply of each item of article as detailed below—

(1) Cost of each item of cattle food for the unit prescribed in the tender form.

(2) Transport charges for delivering each item for the same unit individually at the premises of the following institutions.

(i)

(ii)

(iii)

(b) The tenderers should be prepared to take up the contract for any one or more items as determined by the acting on behalf of the Governor of Madras. Similarly the tenderers should be prepared to take up the contract for supply of cattle food for any one or more institutions as determined by the acting on behalf of the Governor of Madras.

5. In respect of articles the prices of which are controlled and fixed ex-godown the contractor may charge reasonable transport charges ex-godown to the institutions concerned. In such cases the rates quoted should be as given below—

Name of the controlled articles : Controlled rate on the date of tender Rs. per tonne or as altered from time to time plus transport charges of Rs. per tonne ex-godown to the institutions concerned.

6. Each tenderer should remit into the Reserve Bank of India/or the State Bank of India/or any Government treasury an earnest money of Rs. in favour of acting on behalf of Governor of Madras and enclose the bank or treasury receipt with the tender. No cash or cheque or demand draft will be received as an earnest money deposit. Tenders received without the earnest money deposit receipt or found defective in any respect will be rejected. The earnest money will be returned to the successful tenderers after they pay the required security deposit and execute the agreement to the head of the institution concerned. The earnest money deposit of the unsuccessful tenderers will be returned to them either after the approval of the contract rates by the Director of Animal Husbandry, Madras on behalf of the Governor of Madras or after a period of 12 weeks from the date of opening of the tenders whichever is later. The earnest money deposit of tenderers who furnish false information or who fail or refuse to take up the contract subsequently will be forfeited to the Government of Madras.

7. Samples of cattle food tendered for should be sent along with the tender in transparent stoppered glass containers sealed properly with the name of the cattle food and the name of the tenderer clearly written in ink on them. Such samples should be at least 2 kgs. in weight. The containers should be only half full with the sample materials, so as to permit an examination of the contents without opening of the sealed containers.

8. The tenderers or their duly authorised agents may be present at the time of opening tenders. The rates quoted by each tenderer will be announced and an auction, if considered necessary in the opinion of the will be simultaneously held among the tenderers or their agents present and one of the bidders at the auction may be given the contract of the item at the discretion of the who reserves the right of withdrawing any or all of the items auctioned at any stage.

NOTE.—Only an agent authorised by a duly executed power of attorney will be recognised as an agent for purposes of this clause.

9. The submission of the tender will bind every tenderer or bidder to the terms of the Agreement Bond to be executed by them to the head of the institution concerned, and to produce income-tax clearance certificate when the anticipated turn over of the contract with the institutions may exceed Rs. 10,000 and also to pay the requisite security within 15 days of receipt of the intimation of acceptance of his rates by the Director of Animal Husbandry, Madras on behalf of the Governor of Madras. If he fails to comply with any of these conditions he should make good the loss to the institutions concerned, on account of re-tender or local purchase. It is also binding on the tenderer that he should abide by the rates offered by him in the tender or on auction pending receipt of orders of the Director of Animal Husbandry, Madras on behalf of the Governor of Madras. He should also make good to the Government of Madras any loss that may arise should he fail to abide to carry out the contract.

10. The tender shall furnish a certificate in the form annexed below :—

"I tenderer, agree to have the earnest money confiscated to the Government of Madras and to make good the loss on account of re-tender or local purchase in case of my failure to undertake the contract."

11. Successful tenderers or bidders will be required to send their security deposits within 15 days from the date of receipt of intimation of acceptance of their rates and execute the agreement to the head of the institution concerned. Further the successful tenderers whose anticipated turnover with the institutions may exceed Rs. 10,000 should also produce the income-tax verification certificate prescribed in G.O. Ms. No. 440, Finance, dated 5th March 1953, before execution of the agreement, if so ordered by the head of the institution concerned. Failing compliance with either or both of the above conditions within the time specified respectively, the earnest money will be forfeited to the Government of Madras and the tenderers will also be liable to pay the difference between the prices accepted and those ultimately obtained by the respective units. A draft of the agreement to be executed may be seen at the office of the . Tenderers should clearly understand that no variations of the terms and conditions contained in the agreement will be made under any circumstances and that the tender is an admission that they have read and understood the terms and conditions therein contained and that the tender is expressly made subject to the same. The amount to be deposited towards security will be ten per cent of the total value of the supplies undertaken. The amount should be deposited by the contractor in the Post Office Savings Bank as "Security Deposits and the Savings Bank Pass Book pledged with the head of the institutions concerned."

12. The numbers and quantities given in the Schedule are only approximate and are liable to vary according to requirements. The successful tenderers or bidders should be prepared to make supplies without any limit as and when required The reserves to himself the right of dispensing with the purchase of. any one or more of the items in the schedule if found necessary in the interest of Government of Madras.

13. The contract must not be sublet without previous permission of the acting on behalf of the Governor of Madras. Even in cases where subletting has been permitted the contractor will continue to remain responsible for the fulfilment of the terms of contract.

14. It shall not be open to the tenderer to withdraw his tender on or before the expiry of 12 weeks from the date of opening of the tenders. Failure to observe the stipulations will result in the forfeiture of the earnest money deposited with the Government of Madras besides rendering him liable to pay any excess expenditure incurred by Government over and above the contract price together with all charges and expenses attending the purchase through other agency.

15. The also reserves to himself the right of rejecting any or all of the tenders without assigning any reasons therefor.

16. Each tender shall be deemed to have been made and accepted at the place in respect where of the tender is made.

SCHEDULE.

APPENDIX 20 (*b*).

(*Vide* paragraph 68.)

Tender notice.

Tender for the supply of livestock cattle food, etc. from 1st April to 31st March for the and the (Should reach the not later than 3 p.m. on the . The rates should be quoted for superior quality and the particulars of the trade mark, if any, should also be mentioned against the respective item).

1. I submit the following my tender for the supply of livestock cattle food, etc., for one year from 1st April to 31st March as per notification published on page of Part of the *Fort St. George Gazette*, dated in the local dailies.

2. I enclose a bank (treasury receipt) for Rs. towards earnest money deposit. I bind myself to the conditions prescribed in the tender notice, dated of the .

3. I own landed property worth about Rs. in the village of taluk of district and my cash and other assets amount to about Rs. and furnish herewith a solvency certificate from the Collector of the district. I the tenderer agree to have the earnest money confiscated to the Government of Madras and to make good the loss on account of re-tender of local purchase in case of my failure to undertake the contract.

APPENDIX 21.

(*Vide* paragraph 48.)

Annual Progress Report for the Key Village Scheme for the year

(Separate report for each Block is required.)

1 Name of State.

2 Name of centre and location with district, nearest Railway Station and Post Office.

3 Whether located wholly or partially in N.E.S. and/or C.P.A. areas.

4 Date on which started.

5 Staff—

(*a*) Name and qualifications of the officer in-charge.

(*b*) Number of stockmen at A.I. Centre and Key Village Units.

(*c*) Number of bull attendants.

(*d*) Other staff, if any.

6 Breeding bulls—

Serial number, name and number of the bull.		*Breed.*	*Age.*	*Dam's yield.*	*Souce*
(1)		(2)	(3)	(4)	(5)
(*a*) A. I. Centre	1				
	2				
	3				
	4				
(*b*) Key Village Unit.	1				
	2				
	3				
	4				

7 Maintenance of bulls—

(i) Whether maintained directly by the department ?

(ii) If any service fee charged, the rate?

(iii) Amount of subsidy to Village custodians.

8 Particulars about the Key village Unit—

Serial number.	*Name of the K.V. unit.*	*Distance from the A.I. Centre.*	*Number of of village.*	*Number of female stock fit breeding*	
				Cows.	*Buffaloes.*
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					
3					
4					
5					
6					

9 Breeding operations—

(a) Breeding policy of the area (selective breeding/grading/cross-breeding.)

(b) Number of semen collections made from individual bulls—

		During the year under report.	*During the previous year.*
(i) Zebu (Bullwise)	1		
	2		
(ii) Buffaloes (Bullwise)	1		
	2		

(c) Number of inseminations (figures should be shown separately for inseminations done inside and outside Key village areas)—

	During the year under report.	*During the previous year.*
(i) Zebu.		
(ii) Buffaloes.		

(d) Number of natural services.

(i) Zebu.

(ii) Buffaloes.

10 Results of inseminations (from January to December).

	During the year under report.	*During the previous year.*
(*a*) Number followed up—		
(i) Zebu.		
(ii) Buffaloes.		
(*b*) Number and percentage of conceptions with first insemination—		
(i) Zebu.		
(ii) Buffaloes.		
(*c*) Number of repeaters and percentage of repeaters conceived—		
(i) Zebu.		
(ii) Buffaloes.		
(*d*) Number of cases examined for sterility—		
(i) Zebu.		
(ii) Buffaloes.		
(*e*) Number of cases treated for sterility and their results—		
(i) Zebu.		
(ii) Buffaloes.		

11 Calves born—

	During the year under report.	*During the previous year.*
(*a*) Number of calves born by artificial insemination—		
Zebu— 1 Male.		
2 Female.		
Buffaloes—1 Male.		
2 Female.		
(*b*) Number of calves born by natural services—		
Zebu— 1 Male.		
2 Female.		
Buffaloes—1 Male.		
2 Female.		

12 Calf subsidy—

Under one year.	*1 to 2 years.*	*2 to 3 years.*	*Total during the year under report.*	*During the previous year.*
(1)	(2)	(3)	(4)	(5)
(i) Number of calves at the beginning of the year—				
Zebu— 1 Male.				
2 Female.				
Buffaloes—1 Male.				
2 Female.				

	During the year under report.	*During the previous year.*
(ii) Additions—		
Zebu—1 Male		
2 Female.		
Buffaloes—1 Male.		
2 Female.		
(iii) Deaths—		
Zebu—1 Male.		
2 Female.		
Buffaloes—1 Male.		
2 Female.		
(iv) Number of calves at the end of year—		
Zebu—1 Male.		
2 Female.		
Buffaloes—1 Male.		
2 Female.		
(v) Number of calves completed subsidy—		
Zebu—1 Male.		
2 Female.		
Buffaloes—1 Male.		
2 Female.		
(vi) Number of calves purchased by the State Government—		
Zebu—1 Male.		
2 Female.		
Buffaloes—1 Male.		
2 Female.		
(vii) Number of calves purchased by other agencies like C.P.A., N.E.S., Local Board, etc., for bona fide breeding purposes—		
Zebu—1 Male.		
2 Female.		
Buffaloes—1 Male.		
2 Female.		
(viii) The average price paid for adult calves purchased—		
Zebu—1 Male.		
2 Female.		
Buffaloes—1 Male.		
2 Female.		
(ix) Disposal of remaining calves—		
Zebu—1 Male.		
2 Female.		
Buffaloes—1 Male.		
2 Female.		
13 Number of unproductive cattle sent to gosadan		
14 Castrations—		
(*a*) Number of males castrated.		
(*b*) Number of males yet to be castrated with reasons.		
(*c*) Whether Livestock Improvement Act has been enacted and enforced.		

	During the year under report.	*During the previous year.*
15 Disease control—		
(a) Number of animals protected (separately for RP, HS, BQ and others)		
(b) Whether control of Contagious Diseases Act is enacted and enforced?		
16 Marking and Registration—		
(a) Whether cattle and their progeny are marked for identification or not?		
(b) Symbol used.		
17 Feeding—		
(a) General Agricultural conditions (crops grown irrigational facilities, etc.).		
(b) Area under grazing.		
(c) Steps taken for feeds and fodder development.		

	During the the year under report.	*During the previous year.*
(i) New area brought under fodder crops (in acres).		
(ii) Area of pastures developed (in acres).		
(iii) Number of 10 acres pasture demonstration plots provided.		
(iv) Amount of subsidy given for supplementary feeds to balance rations (in RS.)		
(v) Number of chaff cutters supplied.		
(vi) Number of Silo pits provided.		
(vii) Any other improvement undertaken.		

18 Milk production and recording—

Average daily milk yield (in kgs.)

Months.	Cow.		Buffaloe.	
	Number of cow recorded.	Average yield.	Number of buffaloes. recorded.	Average yield.

19 Marketing—

(1) System of marketing of livestock and livestock products prevalent.

(2) Steps taken to improve marketing facilities.

(3) Amount spent on marketing facilities.

20 Cattle shows and calf rallies—

(a) Number organised with dates.

(b) Details (Number of entries, etc.)

21 Record and registers maintained.

22 Additional remarks, if any.

Signature.

Date

Designation.

APPENDIX 22.

(*Vide* paragraph 48.)

Additional information to be furnished along with the quarterly and annual progress reports prescribed for the progressing of category 'B' schemes. Circular No. F. 3·23/56-IS, dated 7th August 1956 of the Government of India, Ministry of Food and Agriculture (Department of Agriculture).

[To be included as column 6 (c) in the quarterly report and 6 (e) in the annual progress report].

I For Key Village Scheme—

(1) Number of A.I. centres established.

(2) Number of key village units established.

(3) Number of breeding bulls located.—
(i) for artificial insemination.
(ii) for natural services.

(4) Number of artificial inseminations.—
(i) Zebu.
(ii) Buffaloe.

(5) Number of natural services.—
(i) Zebu.
(ii) Buffallo.

(6) Number of castrations.

(7) Number of inoculations.

(8) Number of calves subsidised.

(9) Number of extension centres established.

II. Gosadan scheme—

(1) Number of gosadans established.
(i) Departmental.
(ii) Private.

(2) Number of animals admitted.

(3) Number of animals died.

(4) Number of hides and skins obtained.

(5) Total receipts.

(6) Number of Dharmalayas established.

III. Goshala Development Scheme—

1 Number of Goshalas taken up for development.

2 Number of cows and bulls supplied.

3 Number of calves subsidised.

4 Number of animals sent to gosadans.

5 Quantity of additional milk produced.

APPENDIX 23.

(*Vide* paragraph 48.)

Quarterly Progress Report of Key Village Scheme for the quarter ending

Name of the State **Madras.**

Name of key village Block.

1 Date of starting.

2 Area covered by the Centre—

Whether located wholly or partially in Community Projects or National Extension area.

3 Total number of—

(*a*) Cows over 3 years fit for breeding.

(*b*) Buffaloe cows over 3 years fit for breeding.

4 Number of breed of bulls maintained—

(*a*) At the Artificial Insemination Centre.

(*b*) At key villages.

5 (*a*) Number of cows served naturally—

(i) During the quarter.

(ii) Progressive number since 1st April 19 .

(*b*) Number of buffaloes served naturally?

(i) During the quarter.

(ii) Progressive number since 1st April 19 .

6 Number of semen collections—

	Number and name and breed of the bull.	Collections during the quarter.	Progressive number of collections since 1st April 19 .
1			
2			
3			
4			
5			
6			

7 Number of insemination—

(*a*) Cows.—(i) During the quarter.

(ii) Progressive number since 1st April 19 .

(*b*) Buffaloes—

(i) During the quarter.

(ii) Progressive number since 1st April 19

8 Number followed up with results.

9 Number of calves born—

Serial number.	Breeding bulls and number.	By Artificial insemination.	By natural service.

10 Progressive number of calves born since 1st April 19 .

11 (a) Details of calves subsidised—

Zebu.			Buffaloes.		
Under 1 year.	1 to 2 years.	2 to 3 years.	Under 1 1 year.	1 to 2 years.	2 to 3 years.
M. F.	M. F.	M. F.	M. F.	M. F.	M. F.

(i) Number of calves at the beginning of the quarter.

(ii) Number of calves added.

(iii) Number of calves disposed of.

(iv) Number of calves at the end of the quarter.

(v) Number of adult calves purchased by Government or others.

(b) Brief reason for culling, mortality and disposal.

12 Milk Recording.

Key village unit.	Number of cows. recorded.	number of buffaloes recorded.	Average daily milk yield cows (kgs.) buffaloes (Kgs.)

13 Preventive inoculations separately for R.P. H.S., B.Q., and others—

(i) During the quarter.

(ii) Progressive number since 1st April 19 .

14 Number of castrations—
(i) During the quarter.
(ii) Progressive number since 1st April 19 .

15 Number of male animals yet to be castrated with reasons.

16 Number of unproductive animals sent to Gosadans.

17 A brief account on the visits of the officer in-charge of the centre to different key village units.

18 An abstract of the activities taken up in connection with cattle feeds and fodder development schemes.

19 A descriptive note on health, mortality and transfer of animals adoption of improved animal husbandry practices, better utilisation of cattle feed resources and organising marketing facilities for milk, cattle, etc.

20 Other points of observations and general remarks.

Signature.

Designation.

Dated

APPENDIX 24.

(*Vide* paragraph 48.)

Monthly Progress report—Cross Breeding Scheme—A.

State

Period

1 Position regarding Livestock Improvement Act.

2 Sanction of scheme and of funds.

3 Appointment of staff—Persons sanctioned, appointed and stage of action.

4 Selection of area and Headquarters.

5 Survey—Progress of

6 Equipment.

7 Buildings and furniture, etc.

8 Castration of bulls.

9 Arrangements for receipt of semen.

10 Arrangements for distribution of semen to centres of cattle.

11 Arrangements for reporting of heats and insemination of cattle.

12 Other steps taken.

13 Inspection notes by any visitors during month.

Signature,

Designation.

N.B.—This pro forma is to be used only before the start of the scheme work.

APPENDIX 25.

(*Vide* paragraph 48.)

Monthly Progress report—Cross Breeding Scheme—B.

Name of State

Report for the month of

1 Date of starting the scheme.

2 Area covered by the scheme (Indicate changes, if any).

3 Livestock statistics—
Cows over 3 years.
Purchases.
By transfer.
Sold.
Died.
Cows over 3 years at the end of month.
Calvings recorded during month.
Bulls or entire males.

4 Number of bulls castrated during month.
Number remaining to be castrated.

5 Deaths, causes for deaths.

6 Breeding—
Services recorded.
Inseminations done.
Heats reported.

7 Follow up of inseminations.
Number of animals examined.
* Number found pregnant.

8 Marking of cattle.
Adults.
Calves.

9 Cases of sterility examined and treated.

10 Number of animals treated.

11 Number of animals inoculated against disease.

12 Number of cows milk recorded.
Average milk yield.

13 Number of visits made by officer-in-charge.

14 Work done during visits —Number of talks given, animals examined, demonstration, etc.

15 Remarks regarding feeding conditions.

16 Marketing-rates for milk, ghee, fodder, etc.

17 Other remarks (include inspection notes of visitors).

Signature.
Officer-in-charge.
Cross Breeding Scheme.

Remarks of forwarding officer—
Signature.
Designation.
Centre.

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* A list of animals inseminated, found pregnant and calves born to Artificial insemination should be attached with the report.

APPENDIX 26.

(*Vide* paragraph 97.)

CENTRAL HERD BOOKS.

Instructions for the notification of births, transfers and deaths.

Births.—Rule 6 of the Rules and Regulations for Central herd. Book relates to the notification of births. It states—

" Save as herein provided under rule 3 (*b*)—

(i) The birth of every calf (whether alive or dead) born to a registered animal shall be notified to the council within one month from the date of birth irrespective of whether the calf is intended for subsequent registration or not;

(ii) No animal, the birth of which is not notified to the council within one month from the date of birth, shall be eligible for registration in the Herd Book unless a satisfatory explanation of the default is given by the owner and accepted by the Council.

In accordance with the above rule the birth of every calf born to a registered bull or cow or bull and cow should be notified to the council. For this purpose a monthly statement be sent containing particulars of births as in the prescribed pro forma during any month when there are no births a nil statement should be sent.

Transfers.—Rule 11 of the rules and regulations for Central Herd Books relates to the registration of changes in ownership of registered cattle. The rule states—

" The Vender of any animal which has been entered in the Herd Book shall inform the Council of any transfer of such animal and obtain a certificate of transfer for delivery to the purchaser.

If a transfer is not registered within 60 days from the date of transfer, the Council in its discretion may refuse registration of the animal and or his or her progeny or may accept the registration ."

A certificate of registry for the animal transferred should be returned with the application form duly completed. No entry should be made on the certificate of registry or on the certificate of transfer. Any changes made or occurring since registration in the marks for indentification of the animal such as brand marks, etc., should be clearly indicated so that they may be shown on the certificates. The reason for culling should be given in each case for record. It should be indicated if the purchaser is a breeder of pedigreed cattle and is likely to be interested in the registration of the animal. In case the new purchaser is not a breeder of pedigreed cattle no useful purpose may be served by sending him the certificate of transfer and action may be taken to cancel the registration.

Deaths.—Rule 15 of the rules and regulations for Central Herd Book, relates to the death of a registered animal. The rule states that:

" All deaths of registered stock must be registered within sixty days of deaths. "

While notifying the death of any registered animal the cause of death and date of death should be given for purposes of recorded and the certificate of registry returned for cancellation and safe custody in the Council.

APPENDIX 27.

(*Vide* paragraph 41.)

The Madras Animal Husbandry Mazdoor Service Rules.

1. *Short title.*—These rules may be called the Madras Animal Husbandry Mazdoor Service Rules.

2. *Application.*—(*a*) They shall apply to all regular mazdoors in nonpensionable establishment paid from contingencies and employed in the various Livestock Farms including poultry, sheep and goat farms of the Animal Husbandry Department in the Madras State.

(b) They shall not apply to casual mazdoors.

3. *Constitution.*—The service shall consist of the following classes and categories, namely :—

Class I—Skilled Mazdoor—(including maistries and Head Mazdoors).
Class II—Unskilled Mazdoors—
Category 1—Unskilled Mazdoors (Men).
Category—2 Unskilled Mazdoors (Women).
Category —3 Unskilled Mazdoors (Juveniles).

4 *Recruitment.*—(a) appointment to the several classes and categories shall be made as follows —

(1)	(2)
Class I	Method of appointment.
Skilled Mazdoor—	1 Direct recruitment or 2 Promotion from unskilled mazdoors men (category—1 of class II)

(1)	(2)
Class II—	
Category—1 Unskilled Mazdoors—Men. Category—2 Unskilled Mazdoors—Women Category—3 Unskilled Mazdoors—Juveniles.	Direct recruitment.

(b) Promotion to class I and category 1 of class II shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal, provided that promotion shall be made from unskilled Mazdoors (men) who have reached the maximum pay.

5. *Age.*—No person shall be eligible for appointment by direct recruitment, if he or she has completed 30 years of age on the date of appointment, juveniles under the age of 14 should not be employed.

6. *Qualifications.*—No person shall be eligible for appointment to the posts mentioned in column (1) of the table below, unless, he or she possesses the qualifications mentioned in the corresponding entries in column (2) thereof.

TABLE.

Posts. (1)	*Qualifications.* (2)
Skilled Mazdoors.	1 Must have practical knowledge of livestock including poultry, sheep, goats, etc. 2 Must be able to read and write in the local language. 3 Must be able to control and guide unskilled mazdoors. 4 Must have good physique.
Unskilled Mazdoors, (men, women and juveniles).	1 Must have practical knowledge of livestock including poultry, sheep and goats. 2 Must have good physique.

NOTE.—In appointing persons as unskilled mazdoors, preference shall be given to casual mazdoors who have worked in a Livestock Farm for atleast 3 months in the aggregate within a continuous period of one year.

7. *Probation.*—Every person who is appointed as a regular mazdoor in a Farm shall be placed on probation for a period of 6 months within a continuous period of one year from the date of appointment. If his or her work, conduct and behaviour are found to be satisfactory during this period he or she shall be absorbed as a regular mazdoor from the date of appointment.

8. *Appointing authorities.*—The gazetted Officer in-charge of the farm shall be the appointing authority in respect of the skilled and unskilled mazdoors, and shall have the power to grant leave, promotion from unskilled to skilled labourers and imposition of any of the penalties mentioned in rule 9.

NOTE.—The sanction of Director of Animal Husbandry, Madras, shall be obtained for the total strength to be employed in the farm.

9. *Penalties.*—(1) The following penalties, may for good and sufficient reasons be imposed on mazdoors by the appointing authority:—

(*a*) Fine.

(*b*) Reduction to a lower rank.

(*c*) Recovery from wages of the whole or part of any pecuniary loss caused to Government properties by negligence or breach of orders.

(*d*) Dismissal or removal from service.

(2) In every case where it is proposed to impose on a member of the service any of the penalties mentioned in sub-rule (1) he shall be given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him or her.

(3) Every mazdoor shall be entitled to appeal to the officer immediately superior to the punishing authority within two months from the date of the order imposing the penalty.

(4) The decision of appellate authority shall be final.

10. *Wage and Leave.*—(1) The mazdoors shall be paid at the rates fixed by the Director of Animal Husbandry from time to time with reference to the prevailing market rates.

(2) They will be granted two days' leave including festival holidays for every 12 days of work, subject to a maximum of four days in a month or 48 days in a year subject also to the condition that the leave shall be availed of by the mazdoors in turn with the prior approval of the officer-in-charge of the Farm. In addition, 2 days' leave in a year is admissible for the Independence Day and Republic Day One day's leave will be granted for periods less than 12 days work and more than 5 days work. They are not entitled for any leave when the number of days worked is 5 and less.

(3) The balance of leave earned in a month after deducting the leave availed of will be carried over to the next month. At the end of December the account will be closed for the year. The balance of holiday pay, if any, at credit will then be converted into cash-payment which will be made to the mazdoor in addition to his month's pay. This cash-payment shall be calculated on the rate of actual pay the mazdoor is drawing in December.

(The above concessions are not to be claimed by the mazdoors as a matter of right but the grant of it is left to the discretion of the officer under whom he works.)

(4) Special disability leave wages in cases of accidents, injuries, etc., while on duty may also be paid in accordance with paragraph 138 of the Agriculture Department Manual.

NOTE.—Increments not exceeding rupee one per year may be granted if their work is satisfactory, to the mazdoors, by the Gazetted Officer in-charge of the farm provided the maximum does not exceed the rate or rates fixed for such posts by the Director or Government.

11. *Resignation.*—Mazdoors are entitled to resign from their posts provided they give in writing that they are aware of the consequence of such resignation, viz., that they forfeit not only the services rendered in the particular post held by them at the time of resignation but also all previous services under the Government.

12. *Retiring.*—The retiring age of mazdoors shall be sixty years. No mazdoors shall be allowed to continue in service beyond that age except under the specific orders of the Director of Animal Husbandry, Madras who should satisfy himself as to the fitness of the person concerned for such retention. The continuance of the mazdoors beyond 60 years will be treated as re-employment not counting for gratuity, payable to them at the time of retirement.

13. *Gratuity.*—The Madras Compassionate Gratuities (Non-pensionable Establishment) Rules, 1941 and the Madras Retiring and Invalid Gratuities (Non-pensionable Establishment) Rules, 1941 shall be applicable to the mazdoors.

14. *Service Rolls.*—Service rolls shall be maintained for all regular mazdoors and entries relating to the appointment, declaration of probation, sanction of increments, change of post, confirmation, punishments and the general opinion of the Heads of Offices on the work and conduct of the mazdoors at half yearly intervals shall be recorded. The entries shall be countersigned then and there by the Heads of Offices concerned.

(G.O. Ms. No. 3673, Agriculture, dated 28th December 1954.)

APPENDIX 25.

(*Vide* paragraph 99.)

Statement showing the results of verification of seeds, fuel and other perishable stores at the Government farm as on for the half-year ending.

Name of seed or other perishable stores.	Receipts.			Disposals made since last report.	Book balance columns (4) and (5).	Actuals found.	Difference, if any.		Reasons for variation, if any.	Remarks on the condition of the seed or other perishable stores.
	Balance as per column (7) of last report.	Receipts since last report.	Total.				Quantity.	Value.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

CERTIFIED that the seeds or other perishable stores referred to in column (1) above were actually verified by me and that the quantities entered in column (7) are the actuals found.

Station : Signature.

Date : Designation.

APPENDIX 29 (*a*)

(*Vide* paragraph 92.)

Cropping Scheme for Pastures, 19 —19

Paddock number.	Area in acres.	Previous two years.						Manure to be applied rate per acre.	Remarks including anticipated yield.
		19	19	19	19	19	19		
		Crop.	Manure applied per acre.	Crop.	Manure applied rates per acre.	Crop proposed.	Seed rate.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

APPENDIX 29 (*b*)

(*Vide* paragraph 92.)

Cropping Scheme for Gardens, 19

Field.	Areas in acre.	Previous two years.		19 I Crop			II Crops.			Remarks including anticipated yield.
		Crops in 19 .	Crops in 19 .	Name of crop.	Seed rate proposed.	Manures proposed per acre.	Name of crop.	Crop seed rate proposed.	Manures proposed and rate per acre.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

APPENDIX 30.

(*Vide* paragraph 127.)

(1)

Rules, terms and conditions governing the distribution of boards to bona fide breeders in Piggery Development Blocks at a subsidised rate and with monthly study for maintenance of Boards.

1. Pure-bred boars shall be distributed only to bona fide pig breeders in the Piggery development blocks.

2. Only one boar shall be given at the subsidised rate to an individual breeder.

3. The breeder should have at least five breeding sows/gilts.

4. The boars shall be distributed at a subsidised rate of Rs. 10 per boar.

5. The allottee shall be paid a subsidy of Rs. 5 per month per boar subject to fulfilment of the conditions (Nos. 6 to 10).

6. The allottee shall feed and maintain the boars as per instructions of the department of Animal Husbandry.

7. The allottee shall house the boar in comfortable stalls/sheds.

8. The allottee shall produce the boars and their records for inspection whenever required by the State Department of Animal Husbandry.

9. The allottee shall permit the service of the boar for covering sows of other breeders in the village, if asked for, free of cost.

10. The allottee shall maintain a register showing details of all services performed by the boar.

11. The allottee shall be eligible to draw the subsidy for a period of three years.

12. In case of failure on the part of the allottee to observe any of the conditions (Nos. 6 to 10), the Department of Animal Husbandry shall withdraw the boar from him after reimbursing the allottee a sum of Rs. 10 only within a period of three years.

13. The boar shall remain the property of the Government for a period of three years and shall cover 50 sows per annum. On the successful maintenance of the boar for a period of three years, the allottee shall be declared owner of the boar.

14. If the allottee sells away the boar within the prescribed period of three years or causes the death of the boar by negligence, the Government shall have the right to recover the cost of the boar from the allottee.

15. If the boar is declared unfit for breeding either due to natural causes or accidents, the boar may be replaced on payment of Rs. 10 by another boar. The culled boar shall be disposed of by the Department of Animal Husbandry as it deems fit.

16. Any dispute arising out of this agreement in relation to any matter whatsoever, whether as to interpretation or observance or breach of any of the terms thereof or otherwise shall be referred to the Director of Animal Husbandry and the decision of the Director of Animal Husbandry shall be final and binding.

(Government Memorandum No. 29899/CII/63-3, Food and Agriculture, dated 17th May 1963.)

(D.Dis. No. 8255/K4/63, dated 28th May 1963.)

(2)

Draft Agreement to be executed by the custodians who are entrusted with the breeding boars under the piggery development scheme.

AN AGREEMENT entered into this day of 19 between the Governor of Madras (hereinafter called "the Governor" which expression shall, where the context so admits, include this successors in office and assigns) of the one Part and son of residing at move (hereinafter called "the Bailee" which expression shall, where the context so admits include his heirs, executors, administrators, legal representatives and assigns) of the other Part.

WHEREAS THE GOVERNMENT OF MADRAS (hereinafter called "The Government") has at the request of the Bailee, agreed to entrust a breeding Boar, hereinafter called "the said Boar" to the Bailee for the term hereinafter mentioned, on and subject to the terms and conditions hereinafter contained.

NOW THIS INDENTURE WITNESSETH AS FOLLOWS : In consideration of the covenants and conditions by the Bailee hereinafter contained, the Government hereby agree to deliver the said Boar to the Bailee on payment of Rs. 10 towards the value of the said Boar for the purpose of being utilised for service among sows in his herd for a period of three years commencing from the day of . The said Boar shall be maintained by the Bailee for said period of three years and shall be used only for breeding purposes.

2. The Bailee hereby agrees with the Governor as follows :—

(1) To be responsible for the proper maintenance, care, feeding, and housing of the said Boar at his own cost and for carrying out all or any of the instructions which may, from time to time, be issued to the Bailee by the Officers of Animal Husbandry Department, Madras, regarding the proper maintenance and feeding of the said Boar ;

(2) to house the said Boar in a clean, comfortable and sanitary place and to feed it according to the instructions of the Officers of the Animal Husbandry Department, Madras ;

(3) to get all the male stock in his herd of pigs castrated or sold of from time to time to avoid promiscuous breeding ;

(4) to get the progeny of the said Boar tattooed or otherwise marked for identification purposes ;

(5) to allow the officers of the Animal Husbandry Department, Madras, to inspect at all reasonable hours the said Boar or the herd of pigs with which it is kept to inspect the feeding given to the said boar and the herd of pigs at appropriate intervals to ensure the said Boar is kept in good breeding conditions ;

(6) in the event of the said Boar being taken ill, to report forthwith the fact of such illness to the nearest Veterinary Assistant Surgeon of the Government and at his own cost to cause such Assistant Surgeon to attend to the said Boar and to report to the action taken by the Bailee under this clause ;

(7) to be responsible for all loss or damage which may be caused by the said Boar to individuals or to property and to indemnify the Government and their servants against all liability for any such loss or damage ;

(8) not to allow the said Boar to go with the sows except for matting purposes and to graze the Boar separately ;

(9) not to see the female progeny of the said Boar for a period of three years from the date of delivery of the said Boar to the Bailee, namely except with the previous permission of the officers of the Animal Husbandry Department, Madras.

Provided that the Bailee may sell the male progeny and in such a case, the Government reserve to themselves the right of purchasing from the Bailee male piglets for distribution in adjacent areas at a price fixed by Government from time to time ;

(10) not to use the said Boar for any purpose other than for breeding in accordance with the conditions contained in these presents during the period of three years commencing from the day of ;

(11) to maintain and produce the said Boar and its records for inspection whenever required by the Officers of the Animal Husbandry Department;

(12) to maintain a register showing all the services performed by the said Boar;

(13) to pay the cost of the said Boar, if it is sold within the period of three years or the said Boar dies due to negligence or carelessness on the part of the Bailee;

(14) to agree and abide by the decision of the Director of Animal Husbandry, Madras, in relation to any matter whatsoever whether as to interpretation or observance or breach of any of the terms thereof.

3. The Governor hereby agrees that the Bailee performing and observing the covenants and conditions herein before contained shall be allowed the sole custody of the said Boar during the period herein before mentioned and shall on an application at the end of such period be granted to the exclusive ownership of the said Boar.

4. PROVIDED ALWAYS AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS: (1) If, at any time during the period of three years herein before mentioned, it is proved to the satisfaction of the District Veterinary Officer that the Bailee has been guilty of neglect or of wanton cruelty to the said Boar or if the Bailee shall neglect or fail to perform or observe any of the covenants and conditions herein before contained and to be performed and observed by the Bailee, it shall be lawful for the officers duly authorised by the Government in this behalf to withdraw, at anytime within the period of three years, the said Boar from the custody of the Bailee after paying the sum of Rs. 10 only towards the value of the said Boar.

(2) If, at any time during the period of three years, the said Boar dies or is *maimed* or in any other way rendered unserviceable owing to causes attributable to the neglect or cruelty of the Bailee or the failure of the Bailee to perform and observe the covenants and conditions herein before contained and to be performed and observed by him, it shall be lawful for the Government in addtion to and without prejudice to their rights and remedies to claim and recover from the Bailee such compensation not exceeding the sum of Rs. 10 (Rupees ten only) which is hereby fixed by agreement of parties as the value of the said Boar. The decision of the Director of Animal Husbandry, Madras, as to the amount payable by the Bailee under this clause shall be final and shall not be open to any objection or review.

IN WITNESS whereof Sri , the Director of Animal Husbandry, Madras, acting for and on behalf of and by the order and direction of the Governor of Madras and Sri have hereunto set their signatures.

Signed and delivered by the abovenamed (Director) in the presence of:

Witnesses:

(1)

(2)

Signed and delivered by the abovenamed (Bailee) in the presence of:—

Witnesses:

(1)

(2)

(G.O. Ms. No. 2313, Food and Agriculture, dated 26th July 1963.)

(D. Dis. No. 25528/K4/62, dated 16th August 1963.)

APPENDIX 31.

(*Vide* paragraph 48.)

Dates of submission to the Indian Council of Agricultural Research through Government of proposals of new schemes, continuance of existing schemes, progress reports, technical programmes, etc., for the Indian Council of Agricultural Research schemes.

Particulars.	*Last date of submission.* To Indian Council of Agricultural Research.	To Director of Animal Husbandry by Departmental Officers.
1 New Schemes	31st December	1st November.
2 Proposals for the continuance of current schemes.	Do.	Do.
3 Technical programmes	31st October	1st September.
4 Annual Progress Reports	31st July	1st June.
5 Final Reports	Do.	Do.
6 Summaries of final reports in popular languages.	Do.	Do.
7 Miscellaneous papers	Do.	Do.
8 Technical programmes for co-ordination of Research.	31st October	1st September.
9 Technical summaries of Reports for co-operation of Research.	31st July	1st June.

(G.O. Ms. No. 1123, Food and Agriculture, dated 20th March 1962.)
(Roc. No. 28756/F1/61, dated 26th April 1961.)

APPENDIX 32.

(*Vide* paragraph 128.)

Draft agreement to be executed by formers of the establishment of 10 acre pasture demonstration plots in private lands under the scheme for the development of feeds and fodder resources.

This agreement made this day of 196 between the Governor of Madras (hereinafter called "the Governor" which expression shall where the context so admits include his successors in office and assigns) of the one part and Sri son of aged residing at (hereinafter called "the ryot" which expression shall where the context so admits include his heirs, administrators, executors, legal representatives and assigns) of the other part.

WHEREAS the Government of Madras (hereinafter called "the Government") have sanctioned the payment of subsidies for establishing pasture demonstration plots in Key Villages in this State.

AND WHEREAS the ryot has agreed to maintain one such pasture demonstration plot at in the lands particularly described in the schedule hereto for 5 years in accordance with the instructions of the Government issued in this behalf from time to time;

And whereas the Government have agreed to subsidise as metioned above.

Now these presents witness and the parties do hereby agree as follows :—

(1) The ryot shall establish at his own cost a pasture in the lands described in the Schedule hereto and maintain it by keeping it free from weeds and residing the plot as and when necessary and generally in accordance with the directions of the officers of the Animal Husbandry Department for a period of five years.

(2) The ryot shall maintain a live fence all round the said plot and divide the plot into four compartments with fencing and thorny bushes.

(3) The ryot shall adopt controlled grazing in the said compartments one after the other in rotation and shall restrict the number of animals that can graze to the number approved by the Animal Husbandry Department.

(4) The ryot shall furnish details of expenditure for the said establishment.

(5) The ryot shall allow the officers of the Animal Husbandry Department and such visitor and others as are authorised by them to enter into the land and inspect and observe the demonstration plot at all reasonable hours.

(6) The ryot shall be entitled to receive the subsidies at the rates prescribed by the Government for different items.

(7) The ryot shall be entitled to the produce of the land described in the schedule.

Provided always and it is hereby agreed as follows that if at any time during the said period of 5 years the pasture demonstration plot is not maintained properly due to the neglect of the ryot or if he fails to perform and observe any or all of the conditions above named, it shall be lawful for the Government in addition to and without prejudice to the other rights and remedies to recover any or all the sums of money paid as subsidy to the ryot and the costs of such recovery as if they were arrears of land revenue.

The Schedule.

In witness whereof..............the Director of Animal Husbandry acting for and on behalf of and by the order and direction of the Governor of Madras and Sri..........................have hereto set their hands.

Signed by the above named in the presence of—

1.

2.

Signed by the Director of Animal Husbandry in the presence of—

1.

2.

CHAPTER VII—REGISTERS.

1. REGISTER OF AUCTION SALES.

(*Vide* paragraph 73.)

Name of Office.	Name of Article.	Number of Article.	Book value.	Date of auction.	Number of bidders.	Name and address of highest bidder.	Amount realised inauction.	Bill number and date.	Particulars of remittance, i.e. chalan number and date or item number in each book and date	Reference to orders of competent authority sanctioning the auction sales.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

2. REGISTER OF SANCTIONED WORKS.

(*Vide* paragraph 82.)

Name of station :
Description of work :
Number, date and office of sanction :
Amount sanctioned :
Head of service :

Sub-voucher number and date.	Particulars of expenditure.	Amount.	Date and amount of contingent bill in which included.		Dated initials of the Head of Office.	Date of submission of the completion report.	Remarks.
			Date.	Amount.			
		RS. P.		RS. P.			

I certify that the above work was commenced on the that I inspected it personally on the and find that the work has been carried out in accordance with the estimate with the exceptions noted on the reverse, in a substantial and satisfactory manner, as regards both materials and workmanship, and that, excluding trifling deviations and those explained on the reverse, it corresponds, in all respects with the sanctioned plan and estimate.

Station :
Date :

Signature of the Officer drawing the bill.

3. INSTRUCTION BOOK.

Date.	Instruction.	Initials of the subordinate concerned.

4. DAILY MEMORANDUM SHEET.

(*Vide* paragraph 96.)

Field number.	Crop.	Particulars of work done.	Pair of bullocks.	Permanent Labour.				Casual Labour.							Area.	Piece work.	Remarks.
				Maistries.	Men.	Women.	Boys.	50 P.	44 P.	37 P.	31 P.	25 P.	19 P.	12 P.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

5. CART HIRE REGISTER.

Serial number.	Date.	Name and designation of the person engaging the cart.	Description of cart.	Time. From	Time. To	Distance travelled in miles.	Amount charged.	Bill number and date.	Initials of farm manager.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
							RS. P.			

6. FORMS PRESCRIBED UNDER THE MADRAS DEPARTMENTAL VEHICLES CONTROL RULES.

(G.O. Ms. No. 2256, Home, dated 5th July 1961.)

FORM I.

FORM OF LOG BOOK.

Type of vehicles. Name of the driver.
Number of engine. Division.
Registration number. Name of the office.
Name of the scheme, if any, to which the vehicle belongs :

Date.	Starting. Timings.	Starting. Mileage.	Arrival. Timings.	Arrival. Mileage.	Number of miles run.	Details of places travelled.	Purpose of the journeys and persons who travelled in the vehicles.	Petrol account. Date of purchase.	Petrol account. Quantity purchased.	Initials of the immediate officer.	Attestation by superior officer during inspection.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

SERVICING, REPAIRS, ETC.

Dates of servicing.	Date on which the vehicle went out of order.	Nature of repairs.	Date on which the vehicle was sent for repairs.	Date of return of the vehicle after repairs.	Replacement of equipments or parts.	Cost of servicing.	Cost of repairs and replacements.	Reference to the bill accepted or paid.	Initials of the officer.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(11)	(10)

FORM II.

FORM OF REGISTER OF MOTOR VEHICLES.

1 Type of the motor vehicle—
Jeep.

Ford Pick-up Truck.

Medical Health Van.

2 Description of the vehicle (colour of the paint, engine number, chasis number, etc.)

3 Registration number of the vehicle.

4 Date of purchase.

Date on which it was taken charge.

5 Date on which put on road.

6 Dates of original issue and renewal of licence, etc.

7 Other particulars (if any).

Division
Name of the office.
Name of the scheme, if any, to which vehicle belongs.

FORM III.

ACCOUNTING FOR SPARE PARTS AND ACCESSARIES.

Serial number.	Name and description of spare parts and tools received or purchased.	Quantity received.	Date of receipt or purchase.	Quantity issued.	Date of issue.	Acknowledgment of the driver.	Balance.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

FORM IV.

Form of Register of Battery.

Make :

Manufacturers No.

Date of fitting.	Milometer reading.	Number of miles run since last test.	Remarks.
(1)	(2)	(3)	(4)

FORM V.

Form of Register of Tyres.

Serial number.	Size.	Make.	Speedometer reading		Total miles run.
			Put on	Removed.	
(1)	(2)	(3)	(4)	(5)	(6)

FORM VI.

Petrol Register.

Month of 196 .

Date of supply.	Issue of petrol for vehicles No. MSC/MSP in gallons.	Total quantity in gallons.	Total value. RS. P.
(1)	(2)	(3)	(4)
Opening stock—			
1			
2			
3 to 31			
Total ..			
Less stock on the last day of the month.			
Actual petrol consumed during the month.			
Mileage done ..			
Mileage per gallon ..			

Signature of the R.T.O. and date.

FORM VII.

Register of Expenditure.

Lorry No.

For the month of name of Unit.

1 Total cost for the month Re.

2. Total number of gallons of petrol consumed.

3 Total number of miles run.

4 Miles per gallon.

5 Working cost per mile (item 1 by 3).

Expenditure.

Date.	Number of gallons of petrol issued.	Cost of petrol issued.	Cost of oil issued.	Cost of other materials issued.	Cost of repairs: At the unit workshop.	Cost of repairs: Outside.	Cost of new tyres and tubes.	Drivers and cleaners wages.	Proportionate charges of other establishment and travelling allowance expense.	Total expenditure for the month.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
		RS. P.	RS. P.	RS. P.		RS. P.	RS. P.	RS. P.	RS. P.	RS. P.

Opening Balance ..

Total for the month

Less value of closing balance

Net expenditure

Receipts.

Date.	Opening speedometer readings.	Closing speedometer readings.	Number of miles done.	Number of hours or days employed.	Rate of charges applicable.	Name of grain or purpose of trip.	Earnings. Departmental/Civil Supplies.	Earnings. Work done for departments other than Civil Supplies.	Earnings. Private earnings.	Total earnings.	Remarks.
(1)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)
					RS. P.	RS. P.	RS. P.	RS. P.	RS. P.	RS. P.	

Opening Balance ..

Total for the month

Less value of closing balance

Net expenditure

"C" FORM CERTIFICATE.

[Motor Vehicles Act, 1939 (Rule 12).]

Certified that the motor vehicles of the following description :—

Register number

Make

Class

Colour of body

is the property of the Government of Madras.

This certificate is valid up to unless cancelled in the meanwhile.

On behalf of the Government of Madras.

(Designation).

7. SERVICE RECORD OF BULLS.

H.B. No.

Breed

Name and No.

Name of owner

If a photograph is available, it may be pasted in this space.

PEDIGREE RECORD.

Name No. Breed

Colour Identification marks

Born at on

Purchased on by from (person and place) for Rs.

Age at purchase

Inoculated against on at (place)

Sire
G. Sire :
Breed :
G. Dam :
Breed :
Yield. Milk. Day in milk Days dry.

Breed

Dam
Breed
G. Sire :
Breed :
G. Dam ;
Breed :
Yield Milk. Days in Milk. Days dry.

Yield. Milk. Days in milk. Days dry.

The above date were — Entered by (Signature) Designation and date

Checked by (Signature)
Designation and date

FINAL DISPOSAL.

Sold on at to for Rs.

Died on at of

INSTRUCTIONS.

1. The object of this book is to maintain a complete rocord of all the services of the bull and to co-ordinate breeding and production with a view to facilitate progeny tests, which alone will enable the fullest use being made of the breeding work.

2. Every service, whether fertile or infertile, should be entered *on the day of service* and serial number given to it.

3. Milk yields of *all* completed lactation of *each* cow served should be entered immediately the service is known to be fertile. Thereafter, the history sheets of all cows and their daughters by this bull should be examined on the **31st** December each year and all lactations completed up-to-date should be entered in the "Performance" portion of this register.

4. The entries in "Annual Summary" should be made up at the end of every year simultaneously with the entries mentioned in **3** above and certified by a responsible official of the farm.

5. The design of this register makes it clear that it is not to be closed at the death, sale or transfer of the bull. It will remain current till *all* the daughters completed five lactations which will ordinarily mean a peirod of about fifteen years.

ANNUAL SUMMARY.

(To be recorded up to the 31st December of every year.)

Year.	Normal calving.		Abortion, premature and still births.	Number of services during the year.			Number of lactations co pleted.		Signature and date.	Remarks.
	Male.	Female.		Infertile services.	Result not known.	Fertile services.	Dams.	Daughters.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

SERVICE AND PERFORMANCE RECORD.

SERVICE RECORD.

DAM.

Serial number of service.	Date of service.	Cows served.		Name and address of owner of cow.	Date of calving.	Calf.					First lactation.			Second lactation.		
		Name and number.	Breed.			Sex.	Name and number.	Colour.	Identification marks,	Disposal.	Milk.	Days in milk.	Days dry.	Milk.	Days in milk.	Days dry.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

SERVICE AND PERFORMANCE RECORD—*cont.*

PERFORMANCE RECORD—*cont.*

DAM—cont.									DAUGHTER.																										
Third lactation.			Fourth lactation.			Fifth lactation.			First lactation.			Second lactation.			Third lactation.			Fourth lactation.			Fifth lactation.														
Milk.	Days in milk.	Days dry.	Milk.	Days in milk	Days dry.	Milk.	Days in Milk.	Days dry.	Milk.	Days in milk.	Days dry.	Milk.	Days in milk.	Days dry.	Milk.	Days in milk.	Days dry.	Milk.	Days in milk.	Days dry.	Milk.	Days in milk.	Days dry.												
(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)												

8. CATTLE HISTORY AND PEDIGREE SHEET.

Brands or other identification marks should be inserted below and briefly described.

Photo.

If a photograph is available it may be pasted in this space.

Identification Marks;

NAME No. BREED

Born at on Inoculated against on at (place)

Purchased on by from (person and place) for Rs. Approximate age at purchase

FINAL DISPOSAL.

Sold on at to for Rs.

Died on at of

Ref. Folio and Date

Signatured of Farm Manager.

PERFORMANCE RECORD (BY MONTH) (ONLY MILK ACTUALLY WEIGHED).

Year.	19 .		19 .		19 .		19 .		19 .		19 .		19 .		19 .		19 .		19 .		19 .		19 .	
Month.	Milk, kg.	Fat %	Milk, kg.	Fat %	Milk, kg.	Fat %	Milk, kg.	Fat %	Milk, kg.	Fat %	Milk kg.	Fat %	Milk kg.	Fat %	Milk kg.	Fat %	Milk, kg.	Fat %	Milk, kg.	Fat %	Milk kg.	Fat %	Milk kg.	Fat %
January ..																								
February ..																								
March ..																								
April ..																								
May ..																								
June ..																								
July ..																								
August ..																								
September ..																								
October ..																								
November ..																								
December ..																								
Total ...																								

DISEASE RECORD.

Number.	Disease.	Duration.		Remarks.	Number.	Disease.	Duration.		Remarks.
		From	To				From	To	
1					6				
2					7				
3					8				
4					9				
5					10				

COW / BUFF.

PEDIGREE AND LACTATION PERFORMANCE.

Number and name :

Breed :

Sire and breed...

G. Sire and breed :
G. Dam and breed :
Milk yield (kg.) :
Days in milk :

Dam and breed :

Milk yield (kg.) :

Days in milk :

G. Sire and breed :
G. Dam and breed :
Milk yield (kg.) :
Days in milk :

Born on (date) at (place)

Purchased on (date) by from at Rs. . Age at purchase :

	Service.		Calving.			Calf.			Lactation record. (Only milk actually weighed.)					Average milk yield per day			Live-weight.		Maximum daily yield.		
Number.	Date.	Name, number and breed of bull.	Date.	Sex.	Weaned or not.	Disposal.	Number if kept.	Weight at birth. KG	Date of drying.	Milk yield. (Actually weighed.)	Average fat. PER CENT.	Days in milk.	Days dry.	During lactation.	From calving to calving	From 1st to latest calving.	Date of weighing.	Weight. KG.	Kilo grams.	Date.	Remarks (Record of movements).
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					

9. YOUNG STOCK REGISTER.

R.F. XXII. H. 16

							If purchased		Disposal.					
Number.	Medal of brand number.	Date of birth.	Sex.	Colour.	Sire.	Dam.	Date and price.	Approximate age.	Date of transfer from young stock.	Class to which transferred.	Date of castration if intended to be a work cattle.	Date and price if sold.	If inoculated, date.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

10. ADULT STOCK REGISTER.

R.F. XXII. G. 105.

								Parentage.		If purchased					
Serial number.	Medal or brand number.	Name of animal.	Class of animal (bull or cow).	Breed.	Colour.	Special descriptive marks, if any.	Date of birth.	Sire.	Dam.	Date of purchase.	Price.	From whom purchased.	How disposed, died, sold, etc. (in red ink) (if sold, price).	If inoculated, date.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

11. REGISTER OF WORK ANIMALS.

R.F. XXII. G. 107.

								If purchased						
Serial number.	Medal or Brand number.	Date of birth.	Breed.	Colour.	Special marks of identification, if any.	Sire.	Dam.	Date.	Price.	From whom purchased.	Bullock or buffalo.	How disposed, died or sold. (if sold price).	Annual valuation.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

12. LIVESTOCK REGISTER.

Male/Female. Zebu/Buffalo.

Key Village :
Prefix registered :

		Date of birth.	Sire.	Dam.	Date of sale.	Sold to		
Serial number (to be tattooed or marked).	Name and address of owner.	Date of purchase and age.	Purchased from.	Price paid.	Date of death.	Cause of death.	Price.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

13. REGISTER OF BIRTHS.

(Key villages.)

Date of birth.	Number of calf.	Sex of calf.	Sire.	Dam.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

14. RECORD OF SERVICE.

Bull No.
Name :
Breed :
Date of birth.

Serial number.	Date.	Number of cow.	Owner.	State of oestrum.	Service observed by	Initials.	Results of service.			Number of calf.
							Observed after two months or so.	Calving date.	Sex.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

15. RECORD OF COLLECTION OF SEMEN.

Bull name :
Bull No.
Breed :
Date of birth :

Serial number.	Date.	Semen characteristics.				Preservation.		Cows inseminated.	Initials of Veterinary Assistant Surgeon.	Remarks.
		Volume.	Colour.	Consistency.	Motility.	Diluent used.	Dilution rate.			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

16. RECORD OF INSEMINATION.

Bull name :
Bull No. :
Breed :
Date of birth :

		Particulars of semen used.									Calving.			
Serial number.	Date.	Collection number.	Amount used.	Age in hours.	Motility at time of use.	Number of cow.	Owned by.	State of oestrum.	Observation of vagina.	Initials of inseminators.	Results observed after 3 months.	Calf number.	Sex.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

17. REGISTER OF CREDIT SALES FOR THE MONTH OF 19 .

(*Vide* paragraph 102.)

Date.	Number in ledger, name of customer and designation.		As in column (2).		As in column (2).		Total.	
(1)	(2)		(3)		(4)		(5)	
	M.	E.	M.	E.	M.	E.	M.	E.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Total ..								
Amount ..								

18. MILK ACCOUNT FOR THE MONTH OF 19

Date.	Total milk obtained.			Milk sold on credit.			Milk sold on cash.			Milk fed to calves.			Colostrum fed to calves.			Separation.			Other disposal.			Total for disposal.			Difference. Excess.		Difference. Deficient.	
(1)	(2)			(3)			(4)			(5)			(6)			(7)			(8)			(9)			(10)		(11)	
	M.	E.	Total.	M.	E.	Total.	M.	E.	Total.	M.	E.	Total.	M.	E.	Total.	M.	E.	Total.	M.	E.	Total.	M.	E.	Total.	M.	E.	M.	E.
1																												
2																												
3																												
4																												
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26																												
27																												
28																												
29																												
30																												
31																												
Total																												

19. CREAM ACCOUNT FOR THE MONTH OF 19 .

Date.	Balance Brought forward.	Receipt by separation.	Total.	Issued for Butter making.	Issued for Ghee making.	Cash sales.	Credit sales.	Balance.	Total.	Initials by Farm Manager.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
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21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
Total ...											

20. BUTTER ACCOUNT FOR THE MONTH OF 19 .

Date.	Balance Brought forward.	Receipt.	Total.	Issued for Ghee making.	Cash sales.	Credit sales.	Balance.	Total.	Initials by Farm Manager.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1										
2										
3										
4										
5										
6										
7										
8										
9										
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24										
25										
26										
27										
28										
29										
30										
31										
Total										

21. GHEE ACCOUNT FOR THE MONTH OF 19 .

Date.	Balance Brought forward.	Receipt	Total.	Cash Sales.	Credit sales.	Balance.	Total.	Initials by Farm Manager.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1									
2									
3									
4									
5									
6									
7									
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20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Total									

22. SPECIMEN FORM OF YOUNG STOCK REGISTER (SHEEP)

Serial number.	Tag number.	Date of birth.	Sex.	Sire.	Dam.	Full description.	Date of transfer to adult stock.	Adult number allotted.	Birth weight.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

23. SPECIMEN FORM OF ADULT STOCK REGISTER (SHEEP)

Serial number.	Tag number.	Date of birth.	Lamb tag number.	Sire.	Dam.	Full description.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

24. SPECIMEN FORM OF MATING REGISTER.

Ewe number.	Date of birth.	Date of service.	Date of lambing.	Sex of lamb.	Colour of lamb.	Weight of lamb.	Height of lamb.	Lamb number.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

25. SPECIMEN FORM OF SHEARING REGISTER.

Number of animal.	Wool yield.	Quality of wool.	Measurements			Remarks.
			Height.	Girth.	Length.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

26. SPECIMEN FORM OF MORTALITY REGISTER FOR THE YEAR .

Month.	Enteritis.				Pneumonia.				Endocarditis.				Cirrosis of liver.			
	Ram.	Ewe.	Ram Lamb.	Ewe Lamb.	Ram.	Ewe.	Ram Lamb.	Ewe Lamb.	Ram.	Ewe.	Ram Lamb.	Ewe Lamb.	Ram.	Ewe.	Ram Lamb.	Ewe Lamb.
(1)	(2)				(3)				(4)				(5)			

—	Hepatitis.				Weakness and debility.				Antipartum paralysis.				Other specific causes.	Remarks.
	Ram.	Ewe.	Ram Lamb.	Ewe Lamb.	Ram.	Ewe.	Ram Lamb.	Ewe Lamb.	Ram.	Ewe.	Ram Lamb.	Ewe Lamb.		
	(6)				(7)				(8)				(9)	(10)

27. ADULT WEIGHMENT REGISTER FOR THE YEAR

Serial number.	Number of animal.	Month.	Month.	Month.
		Weight in kgs.	Weight in kgs.	Weight in kgs.
(1)	(2)	(3)	(4)	(5)

28. POULTRY PEDIGREE REGISTER.

BREED:

Date of hatch.	Wing Band number.	Leg Band number.	Number of Sire.	Sire's Dam production.	Number of Dam.	Dam's production.	Weighments						Remarks.
							Day old.	Four weeks.	8th week.	16th week.	20th week.	24th week.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

29. POULTRY CHICK MORTALITY RECORD.

Number of weeks age.	Friday.	Saturday.	Sunday.	Monday.	Tuesday.	Wednesday.	Thursday.	Total died.	Balance.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
I									
II									
III									
IV									
V									
VI									
VII									
VIII									

Transferred to Pen No.

30. EGG OUTTURN AND DISPOSAL REGISTER.

Late of receipt or disposal.	Number of eggs collected.	Kept for hatching.	Sold for setting.			Sold for table.			Broken and fed to chicks.	Issued for replace-ment or otherwise.	Balance.	Remarks.
			Cash.	Credit.	Dep.	Cash.	Credit.	Dep.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

31. POULTRY STOCK REGISTER (WING BAND REGISTER).

Date of hatch incubator.	Breed.	Wing Band number.	Sex.	Weight at birth.	Date of fowl pox vaccination.	Date of Ranikhet Disease vaccination.	Weight at 8th week.	Weight at 16th week.	Weight at 24th week.	Weight at 1st laying.	Age at 1st laying.	Adult number if transferred to adult.	Date of death or destruction.	Date of sale for breeding or culled.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

32. TRAPNEST RECORD FOR INDIVIDUAL BIRDS FOR THREE OR MORE YEARS.

Breed :
Wing Band No. :
Toe punch mark :

Date of hatch :

Date of first laying :
Age at maturity
Body weight at maturity :

Leg Band No.
Sire :
Dam :

Mate :

Months.	Date of months. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31.	Total for the month.	Progressive Total.
(1)	(2)	(3)	(4)
April ..			
May ..			

	Ist year production.	IInd year production.	IIIrd year production.	Number of eggs kept.	Number of chicks hatched.	Remarks.
36 months –	(5)	(6)	(7)	(8)	(9)	(10)

33. POULTRY FEED REGISTER.

	Rice bran.	Wheat bran.	Ground nut cake.	Fish meal.	Mineral mix-ture.	Skimmed milk powder.	Greens.	Salt.	Ragi.	Cumbu.	Cholam.	Maize.	Meat.
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Balance brought forward.													
Quantity purchased.													
Total.													
Date of issue.													
1													
2													
3													
4													
5													
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20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
Total expenditure.													
Balance.													
Deficit or Excess.													

34. BREEDING BULL REGISTER.

PEDIGREE RECORD.

Name : No. Breed :
Colour : Identification marks :
Purchased on by from (person and place) for Rs.
Age at purchase
Inoculated against on at (place)

Sire
Breed

Sire's parents	Dam	Dam's parents
Grand Sire	Dam	Grand Sire
Breed	Breed	Breed
Grand Dam		Grand Dam
Breed		Breed
Milk	Milk	Milk
Yield	Yield	Yield
Days in Milk	Days in Milk	Days in Milk
Days dry	Days dry	Days dry

Entered by (Signature) Checked by (Signature)
Designation and date Designation and date

FINAL DISPOSAL.

Sold on at to for Rs.
Died on at of

Serial number.	Name and description of cow.	Name and address of the owner.	Date of service.	Number of service primary or secondary.	Probable date of calving.	Actual date of calving.	Sex of calf.	Birth weight of calf.	Gestation period.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

35. SERVICE REGISTER OF COWS.

Serial number.	Number and name of the cow.	Name and address of the owner.	Date of service.	Number and name of the bull allowed to serve.	Number of service primary or secondary.	Probable date of calving.	Actual date of calving.	Sex of calf.	Birth, weight of calf.	Gestation period.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6	(7)	(8)	(9)	(10)	(11)	(12)

36. BEE-HIVE REGISTER.

Dates.	Bee-hive number.	Quantity of honey received.	Quantity of honey disposed.		Balance.	Initial of the Manager.
			Cash.	Credit.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		KGS.	RS.	RS.	RS.	

37. WAGON REGISTRATION FEE REGISTER TO WATCH THE RECOVERY OF THE REGISTRATION FEE FROM RAILWAY.

Date of Registration.	Registration fee paid, credit note number and date.	Amount.	Date of allotment.	Date on which wagon was utilised.	Refund obtained by adjustment.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
		RS.			RS.	

38. STOCK REGISTER OF MANURE.

Date.	Number of animals kept.	Place.	Quality of manure obtained	Initial of Manager.	Quantity received.	Initial of the Manager.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

39. REGISTER OF MEASUREMENT BOOKS.

(*Vide* paragraph 81.)

(*a*) Number of measurement book :

(*b*) Date of bringing into use :

(*c*) Date of completion :

(*d*) Date of return to records :

(*e*) Initials of the Head of Office or other head Ministerial Officers

40. GARDEN PRODUCE REGISTER.

(*Vide* paragraph 99.)

Date.	Plot number.	Tree number.	Quantity harvested or obtained by purchase. Wet or fresh yield.		Dry and cleaned produce stored.		Value of the quantity stored or purchased.
(1)	(2)	(3)	(4) LITRES.	(5) KGS.	(6) LITRES.	(7) KGS.	(8) RS. P.

How obtained or disposed off.	Quantity disposed.		Sale proceeds.	Balance after use.		Number of Bills in Bill Books or other authority or disposal.
(9)	(10) LITRES.	(11) KGS.	(12) RS. P.	(13) LITRES.	(14) KGS.	(15)

41. DAY BOOK OF SALES.

Serial number and name of purchaser.	*Particulars of articles sold.*			*Date of sale.*	*Amount for which sold.*	*If paid in cash the Number of each bill or receipt.*	*If sold on credit, reference to ledger pages.*	*Initials of the officer.*	*Remarks.*
	Kind.	*Quantity or Number*	*Rate per unit.*						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
		KGS.	RS. P.		RS. P.				

42. LEDGER FOR CREDIT SALES.

Name and address of the purchaser.

Particulars of articles sold.					Cash.						Remarks.
Date of sale.	Kind.	Quantity and Number.	Rate per unit.	Value.	Date.	Amount received.	Bill Number.	Balance, if any.	Reference to cash book entry.	Initials of the officer receiving cash.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		KGS,	RS. P.			RS. P.		RS. P.			

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43. JOURNAL OF CREDIT SALES.

Date.	Folio of cash book, deposit register or repayment register.	Particulars.	Cr.	Dr.	Initials of the Head of Office.
(1)	(2)	(3)	(4)	(5)	(6)

44. STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS.

On the recommendations of the Goat, Sheep and Wool Committee of the Indian Council of Agricultural Research, a set of performance consist with the requirements of date for scientific studies and ease of compilation has been prepared for maintaining primary data pertaining to sheep at different Sheep Farms in India. Instructions have been given in the foot-notes, whenever necessary, for the entry of the columns. Those for printing of the registers are given at the top of the forms. Instructions for filling in of the registers are also attached with the set of proforma.

INSTRUCTIONS FOR FILLING IN THE REGISTERS.

The majority of the registers are primary registers and are meant to be filled in directly. Afew of the registers, viz., year-wise Register of Service Records of Rams and the History Sheet cards are derived records and should be filled in as and when the necessary data are available.

Suggestions regarding the filling in of the registers are given below wherever they are necessary.

Adult-Stock Register.—The numbers allotted to the lambs may be retained even after transfer to the adult-stock. The numbering may be continued up to 9999. This can be done if tagging is resorted to.

Live-stock Account Register.—This is a roll-call of the total number of sheep of a particular breed on a farm and may be taken daily, weekly or monthly depending upon necessary of a check. A summary statement for a year should be given in a similar proforma giving monthly figures.

History Sheet of Ewes and Breeding Rams (Cards).—Experimental observations on the wool quality in succesive clips of sheep of various breeds or types are necessary for assessing (i) variation in wool quality with age, (ii) repeatability of wool quality and (iii) Optimum age at which wool quality may best be observed.

It is necessary to record wool quality of successive clips of randomly selected sheep of each of the various groups on all research farms. On other farms, pending the completion of the investigations, analysis of a lamb clip and the clip at the age of two years (or third shearing) may be carried out.

The method of sampling fleece and methods of measurements for each character, e.g., number of fibres observed for diameter, etc., should be clearly described and maintained in the file containing the history sheet cards.

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS.

1. Register of Young Stock below one year of age.

Breed and sex..............................

Serial number.	Tag or Tattoo number.	Dam.	Sire.	Date of birth.	Colour and description.	If purchased, From whom, village, district.	If purchased, Date of purchase. Approximate age.	If purchased, Price
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9) RS.

Date of disposal or of transfer to adult-stock.	Mode of disposal,	Reason for disposal.	If sold, Weight at the time of sale	If sold, To whom, village, district.	If sold, Authority under which sold.	If sold, Price.	Remarks,
(10)	(11)	(12)	(13) Kgs.	(14)	(15) RS.	(16)	(17)

Notes.—(i) Column (11) : Enter whether sold, transferred, died, etc.
(ii) Column (12) : Enter whether off-colour, off-type, low in performance, etc.

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

2. ADULTS STOCK REGISTER.

Breed and sex ....

Serial number,	Tag or Tattoo number,	Dam,	Sire.	Date of birth.	Colour and description,					If purchased,		
					Colour	L.	H.	G.	W.	From whom, village, district,	Date of purchase, Approximate age.	Price.
(1)	(2)	(3)	(4)	(5)	(6)					(7)	(8)	(9) RS.

Date of disposal.	Mode of disposal.	Reason for disposal.	If sold,				Remarks.
			Weight at the time of sale.	To whom, village, district,	Authority under which sold.	Proce realized,	
(10)	(11)	(12)	(13) KG.	(14)	(15)	(16) RS.	(17)

NOTES,—(i) Column (6) : Under "description' should be included length (L), height (H), girth (G), all in cm. and body, weight (W) in Kg. for all animals.

(ii) Column (11) : Enter whether sold, transferred, died, etc.

(iii) Column (12) : Enter whether off-colour, off-type, low in performance, etc.

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

3. LIVESTOCK ACCOUNT TO THE ....FOR THE MONTH OF............19 ,

(Name of farm.)

Opening balance, Breed ....

Adult.		Lamb.		Total.	
M	F	M	F	M	F

Date.	*Increase.* Birth.		Purchase or external transfer.				Internal transfer.		Total.	
			Lamb.		Adult.		Adult.		Adult.	Lamb.
	M	F	M	F	M	F	M	F	M	F
(1)	(2)		(3)				(4)		(5)	
1										
2										
3										
4										
5										
6										
7										
8										
9										
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20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
Total ..										

Daily average..................
for the month..................

Closing balance.					
Adult.		Lamb.		Total.	
M	F	M	F	M	F

	Decrease.																	
	Sale or Supply,				External transfer,				Internal transfer.		Death,				Total,			
	Adult,		Lamb,		Adult,		Lamb,		Lamb,		Adult,		Lamb,		Adult,		Lamb,	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
		(6)				(7)				(8)			(9)			(10)		
1																		
2																		
3																		
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28																		
29																		
30																		
31																		
Total, ..																		

Daily average for the month ....

Closing balance,					
Adult,		Lamb,		Total,	
M	F	M	F	M	F

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STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

4, Register of Deaths,

Serial number,	Tag of tattoo number of animals.	Breed,	Sex.	Date of birth if known,	Date of death,	Approximate age (years and months),
(1)	(2)	(4)	(4)	(5)	(6)	(7)

Cause of death,	P,M, Findings,	Book value at time of death (RS.)	Price realised, if any, (RS,)	Balance to be written off, (RS,)	Last weight, Date, weight, (Kg,)	Remarks,
(8)	(9)	(10)	(11)	(12)	(13)	(14)

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

5. WEIGHMENT REGISTER FOR YOUNG STOCKS.

Breed.................................. Sex........ ....

Serial number.	Tag or Tatttoo number of lamb.	Dam.	Sire.	Date of birth	Birth weight (Kg.)	Weekly weight up to two months (Kg.)	Fort night by weight up to weaning (........) (Kg.)	Monthly weight up to the maturity (..........Kg.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
						Week 1 2 3 4 5 6 7 8	Fortnight 5 6 7 8	Month 5 6 7, etc.

NOTE.—Approximate ages at weaning and maturity should be given in the bracket in the headings of columns (8) and (9).

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

6. Mating Register (Season of Mating........).

Ram No................Age............Breed..........

Serial number.	Tag or Tattoo number of ewe.	Breed of ewe.	Date of service.	Dates of previous services if any.	Date of lambing.	Single or twin, etc.	Normal lambing (N) Abortion (A) Still birth (S).	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Notes—(i) All the ewes allotted to the ram should be entered in this table and those which were allotted but never mated during the season should be entered last, columns (4) to (8) being blank for them.

(ii) Separate sheets should be maintained for each ram.

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

7. Shearing Register for Rams/Ewes/Ram Lambs/Ewe Lambs.

(Shearing for............................19........
(Season)
Breed...................

Serial number.	Tag or Tattoo number of animal.	Date of birth.	Date of shearing.	Order of clip in life time.	Greasy fleece weight (gm.).					Remarks.
					Body.	Britch.	Belly.	Skirtings.	Total.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	11)

Note.—In sheep with poor wool yields columns (8) and (9) may be combined.

8. Weighment Register for Rams/Ewes (Adult).

Serial number.	Tag or Tattoo number of animal.	Monthly weights (Kg.).													Remarks.
		April.	May.											March.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

9. Feed Register for the month of......................19 .

Type of feed..............................

	Date.	Quantity on hand (Kg.).	Quantity received (Kg.).	Strength of animals in each class.				Rate per day per animal.				Quantity issued (Kg.).					Balance (Kg.).	Remarks.
				Rams.	Wethers.	Ewes.	Lambs.	Rams.	Wethers.	Ewes.	Lambs.	Rams.	Wethers.	Ewes.	Lambs.	Total.		
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
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30
31

Total.

NOTES.—(i) Average number of hours grazed for Rams.............. Wethers..............Ewes..............Lambs..............

(ii) Condition of grazing and type of grazing available (Description)..........

Totals for columns (12) (13) (14) (15) and (16) should be given.

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

10. VETERINARY AID REGISTER.

Serial number.	Date.	Tag or Tattoo number.	Breed.	Sex.	Age.	Details of sickness (Symptoms).	Duration of disease.	Results of microscopical and Clinical tests.	Diagnosis.	Treatment.	Results of treatment.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

11. YEARWISE REGISTER OF SERVICE RECORDS OF RAMS.

Serial number.	Tag or Tattoo Number of Ram.	Breed and age.	Dam.	Sire.	Number of ewes allotted.	Number of ewes mated.	Number of ewes repeated.	Number of ewes conceived.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Number of deaths before lambing.	Number of pregnant ewes sold.	Number of ewes aborted.	Number of still births.	Number of ewes normally lambed.	Number of twins.	Lambs born.	
						Male.	Female.
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Average birth weight (Kg.).		Average weaning weight (Kg.).		Colour description of lambs.				
Male.	Female.	Male.	Female.	All white.	All Black.	All Brown.	Brown spotted.	Black spotted.
(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)

*Number of lambs died in each month up to weaning (......................).								
1st month.		2nd month.		3rd month.		4th month.		Remarks.
Male.	Female.	Male.	Female.	Male.	Female.	Male.	Female.	
(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)

NOTE.— (i) *Approximate age at weaning should be given in the brackets provided.

(ii) If the same ram is assigned to ewes belonging to different breeds or grades, results pertaining to each group of ewes may be given separately indicating the type of each group.

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

12. Register of Supply of Rams for Breeding purposes.

Serial number.	Date of supply.	Tag or Tattoo Number of Ram.	Breed.	Age.	Weight at the time of supply (Kg.).	Price (P) realised contribution money (C) (Rs.).	Name of person to whom supplied.	Village.	Taluk or Tashil.	District.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS.

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STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

13. SHEEP BREEDING FARM.....................CARD (12″—8½″).

History Sheet of ewes.

Tag or Tattoo number.......... Sire ....Date of birth/purchase........................
Dam..............................Birth weight (Kg.)./Age at purchase...........

Date of service.	Ram shown.	Date of lambing.	Sex of lamb born.	Tag or Tattoo number of lamb.	Birth weight of lamb (Kg.).	Weaning weight of lamb (Kg.).	Disposal of lamb.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Date of shearing of ewe.	Order of clip in life time.	Greasy fleece weight (gm.).					Remarks.
		Body.	Britch.	Belly.	Skirtings.	Total.	
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

NOTE.—In sheep with poor wool yields, columns (13) and (14) may be combined.

Wool analysis.							
Grade of wool.	Date of sampling.	Clean yield percentage.	Clean fleece weight (gm.).	Diameter (Microns).	Percentage of meduleted fibres.	Fleece density (per sq. cm.).	Staple length length (Cm.).
(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)

Fibre length (Cm.)	Crimps per Cm.*	Percentage of different types of fibres.				Remarks.
		Hetero.	Kemp.	Hair.	Pure.	
(25)	(26)	(27)	(28)	(29)	(30)	(31)

NOTE.— (i) The wool analysis should be carried out on successive clips at the research farms and for lamp clip and the clip at two years (or 3rd shearing) at other farms.

(ii) *For fine wool sheep only.

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

14· Sheep Breeding Farm..................

History sheet of breeding rams.

Ram No............	Sire	Sire	Breed ....
		Dam	Date of birth/purchase............
	Dam	Sire	Birth weight (Kg.)./Age at purchase.........
		Dam	

Wool analysis of ram's own fleece.

Date of shearing.	Order or clip in life time.	Creasy fleece weight (gm).	Grade of wool.	Date of sampling.	Clean yield percentage.	Clean fleece weight (gm).	Diameter (Microns).	Percentage of medullated fibres.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Fleece density per Sq. (Cm.).	Staple length (Cm.).	Fibre length (Cm.).	Crimps* per (Cm.).	Percentage of different types of fibres.				Remarks.
				Hetero.	Kemp.	Hair.	Pure.	
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

Note.—(i) The wool analysis should be carried out on successive clips at the research farms and for lamb clip and the clip at two years (or 3rd shearing) at other farms.

(ii) *For fine wool sheep only.

STANDARD FORMS FOR MAINTENANCE OF PRIMARY DATA AT SHEEP FARMS—*cont.*

Female progeny.

Yearwise progeny.

Serial number.	Tag or Tattoo.	Date of birth.	Ram or lamb.	Birth weight (Kg.).	Weaning weight (Kg.).	Colour and description.	Greasy fleece weight (gm.).
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Date of sampling.	Wool analysis.						
	Clean yield percentage.	Clean fleece weight (gm.).	Diameter (Mocrons).	Percentage of medulated fibres.	Fleece density per sq. (Cm.).	Staple length (Cm.).	Fibre length (Cm.).
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Wool analysis—*cont.*						
Crimps per Cm.*	Percentage of different types of fibres.				Disposal.	Remarks.
	Hetero.	Kemp.	Hair.	Pure.		
(17)	(18)	(19)	(20)	21)	(22)	(23)

*NOTE.— (i) For fine wool sheep only.

(ii) Records of the male progeny would not be necessary except for the animals retained for trials or breeding purposes for which if necessary, separate cards may be provided.

(iii) Columns (10) to (21) refer to only first annual clip or second and third clips if sheep are shorn twice a year.

M.T.C. FORM 70.

(*See* : **Instruction 33** under Treasury Rule 16.)

TREASURY BILLS BOOK.

REGISTER OF BILLS SET BY TO THE TREASURY FOR PAYMENT OF MONEY

Number, date and description of bills, etc., sent for encashment or to be passed for payment at the Bank or at Sub-treasuries.	Total amount of bill.	Amount required. In cash.	Amount required. By cheques, Government drafts, etc.	Name and designation of the person in whose favour cheques, Government drafts, etc., are to be drawn.	Name and designation of the person to whom the cash or cheques and Government drafts etc., or intimations of passing of bills at sub-treasuries are to be handed over.	Signature of the drawing or disbursing officer.	Date on which the bill was received at the treasury and the initials of the Head Accountant.	Amount passed by the Treasury Officer.	Dated initials of the Head Accountant of the Treasury in token of having passed the bill for payment at the Bank or at the sub-treasury or disbursed cash for it.	Treasury Voucher and date.	Remarks.—(The date of receipt of money, cash order, intimations, etc., should be entered here and initialled by the drawing or disbursing Officer.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

SPECIMEN COPY OF THE FIRE WOOD STOCK REGISTER.

		Receipt.		Issues.							
Date.	Day Book Page.	Green.	Dry.	iler.	Dairy.	Veterinary Hospital.	Sales.	Total.	Balance.	Receipt.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

SPECIMEN COPY OF LOG REGISTER.

Date.	Particulars of wood.	Tree No.	Paddock No.	Quantity received.	Issue.	Balance.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

REGISTER OF NON-EXPENDABLE ARTICLES FOR THE YEAR 196—196

Number.	Name of articles.	Number in stock on 1st April 19 .	Received during the year.	Date of receipt.	Total columns (3) and (4).	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

ANIMAL HUSBANDRY DEPARTMENT.

Hospital/Dispensary

REGISTER OF EXPENDABLE ARTICLES FOR THE YEAR 196 —196 .

Number.	Articles.	Amount in stock on 1st April 196 .	Received during the year.	Date of receipt.	Total amount of columns (3) and (4).	Expenditure during the 1st Quarter.			Expenditure during the 2nd Quarter.		
						April.	May.	June.	July.	August.	September.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

—cont.

Expenditure during the 3rd Quarter.			Expenditure during the 4th Quarter.			Total expenditure during the year ending 31st March.	Balance at the end of the year.	Circle Officer's initials.	Remarks.
October.	November.	December.	January.	February.	March.				
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)

REGISTER SHOWING THE DISPOSAL OF CONDEMNED ARTICLES.

Serial number and date.	Name of Office.	Number of articles.	Name of the articles.	Why condemned.	Date of condemnation.	Approximate date of purchase.		Cost at the time of purchase.		How disposed of.
						Month.	Date.	RS.	P.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		(10)

—*cont.*

Serial number and date.	Initials of the Head of Office.	How replaced.	Date.	Acknowledgment.	If sold cost.		Date of realization of the amount.	Date of credit.	Reference to stock registers for articles sold.	Initials of		Remarks.
					RS.	P.				Accountant.	The Head of Office.	
	(11)	(12)	(13)	(14)	(15)		(16)	(17)	(18)	(19)	(20)	(21)

MUSTER ROLL OF COOLIES EMPLOYED AT THE FOR THE WEEK ENDING 196

Number and name of coolies.	Rate of Pay or wages.	Number of days worked.			Days for which leave allowed.		Total amount due to the coolie for the week.	Deductions, etc.		Net amount paid.	Initials of the disbursing Officer.
		Dates.	Total number of days worked.	Wages due for the days worked.	Number of days.	Amount.		Particulars.	Amount.		
(1)*	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
	RS. P.			RS. P.		RS. P.			RS. P.	RS. P.	

I Certify that the above labourers were actually employed during the week at the rates recorded and that the wages have been paid.

Station..............

Dated............196 .

Manager.

PART I—MUSTER ROLL OF LABOUR EMPLOYED IN THE DURING

Description number.	Name.	Work.	Days.														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

Description number.	Name.	Work.	Days.—*cont.*															
			16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
			(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)

Description number.	Name.	Work.	Total.	Rate.	Amount.	Fines and stoppages.	Balance due.	Date of payment.	Signature of payee.	Initials of paying Officer and remarks.
			(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)
				RS. P.	RS. P.	RS. P.	RS. P.			

FEED INDENT.

Indent No. Date.

Serial number. (1)	Name of the article. (2)	Date of previous supply. (3)	Quantity now indented in Kgs. (4)	Quantity supplied by the store-keeper in Kgs. (5)	Page number of the stock register of store-keeper. (6)	Initials of the Store keeper. (7)	Page number of the Stock Register of Indenting Officer. (8)	Initials of the Indenting Officer after receipt of the article. (9)	Remarks. (10)
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Superintendent. *Signature of the Manager.*

N. B.—Every sheet must be in duplicate serially machine numbered.

"Certified that the above articles issued from..............................to..................................have been brought to stock and issued."

Manager.

(True copy)

STOCK REGISTER OF SAW DUST OBTAINED IN CUTTING THE LOGS.

Serial number.	Description of log.	Cubic measurement.	Description of Scantlings, plants, etc. sawn.	Quantity of saw dust collected.	Nature of disposal.	Amount realised if any.	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

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